

**BOARD OF SELECTMEN
MEETING MINUTES
January 4, 2011
MCAULIFFE MEETING ROOM**

Present: Bonnie Phaneuf, Chairman; Bill Boland, John Rooney and Jean Kitchen, Town Administrator. The meeting was opened by the Chairman at 7:00 p.m.

Housing Authority: The Board opened a joint meeting with members of the Housing Authority and followed by interviewing two applicants for the seat previously held by Charles Brewer who passed away during 2010.

Paul Morin told the Board he has travelled all over the world as a contractor and felt he could contribute his experience and talents to the board. He spoke about several projects that he has been involved with at Colonial Gardens.

Marianna Surrette next told the Board that she worked for the Davco Farms, in addition to being employed by a condominium association. She has experience in accounting and facility management.

Mr. Jachowicz placed both candidates on the floor for consideration of the vacant spot on the Housing Authority. The vote tally is as follows:

M. Surrette

Bob Jachowicz
Sue Chorey
John Rooney

P. Morin

Nancy Morris
Bonnie Phaneuf
Bill Boland
Tom Truong

Mr. Paul Morin was appointed in the majority by votes taken by both boards. Mr. Rooney would have liked to have had consensus from the Housing Authority. Mr. Morin will serve until the May election and will be required to run for election to maintain his seat on the board.

CSX

Chief Mauro advised the Board that he has been an applicant for employment with CSX in the past and has filed a disclosure of conflict of interest form with the Town Clerk. He has no job offers pending, is not seeking employment and it is unrelated to this project. . The Town Administrator read a letter into the record from CSX regarding the status of this project. The Board has received several calls regarding increased traffic based on the impact of CSX expanding their facility on the Southborough/Westborough line.

There were several items of concern addressed by the board and the audience, some of which were read into the record.

Hazardous material: what is in place to handle a hazmat plan with regulatory agencies?

That will be done through the Westborough Planning Board.

Mrs. Linda Shaffer submitted two letters to the Board which she read into the record relating to increased traffic, routing traffic to Route 9 via a truck exclusion, noise, etc. She also read a letter from Mr. Kahn from 15 Liberty Drive. He cited the Master Plan and its language on major roadways reaching a capacity on vehicular traffic.

Will there be an audible warning system?

There is nothing on the list that is classified as dangerous hazardous material that the board has been made aware of that would require an evacuation. The closest property is well outside a 1 mile evacuation area.

www.railwestborough.com is a website providing information on this project. Mr. Rooney would like further information on their safety record, what materials they will carry and what their incident plan is. Mrs. Phaneuf would also like to know what part the Southborough Fire Department will play in the Westborough Fire Department's and CSX haz-mat plan.

Harvard fund account: Chief Mauro asked for permission to use this account to pay \$10,675 in tuition for a firefighter to attend a paramedic course. The Board approved this unanimously.

Mutual Aid: This law was enacted in 1925. Chief Mauro asked that the Board adopt MGL Chapter 48, Section 59A. This includes covering the town under tort liability claims. The state agency is recommending that this statute be re-adopted by the chief executive board. The Board voted to support this and ask counsel to review the District 14 agreement.

Triangle Committee: Ms. Vargas advised the Board that there is roughly \$2,700 remaining in the allotted community preservation funds. The 15 x 12 medium bronze color sign for the triangle is estimated to cost \$2,300; the MBTA Triangle Committee has approved funding the cost of the sign from the CPC remaining monies. The 24 x 36 interpretive maps would be under \$2,000. The committee also discussed some additional plantings which were described as minor issues. Mr. Rooney noted that the project total approaches \$200,000. Annual maintenance may add \$1,500 per year. Mrs. Phaneuf said some monies were supplemented by the DPW budget, in addition to donations from the garden club.

The Board agreed that the only remaining items for the Committee were the signage and dedication. Signs must be finished and installed for a May dedication. This will be coordinated with the DPW Superintendent. Following the dedication, the Committee will be dissolved in May.

Ms. Vargas read a letter into the record from Michael Radner, Radner Design who has consulted on the triangle project. He does not agree with the disbanding the committee at this time. Mr. Rooney does not have issue with keeping the committee intact, however, he is adamantly opposed to spending any additional money. The Board unanimously agreed to (1) allow the committee to acquire the sign as designed with the funds that are still available; (2) the free standing sign will be installed by DPW in the Spring; (3) the plaque that will be

mounted on a large stone boulder will be secured by a professional if necessary. All costs for this mounting will come from CPA funds; (4) the Triangle Committee will wrap up this project by holding a dedication in May. The Board thanked the committee for committing themselves to this 10-year town improvement and converting it into a passive recreation park.

Ms. Galligan asked who would have responsibility for installation. She has replaced some plants.

Reports.

- Ms. Kitchen updated the Board on Colony Market's liquor license. Colony Market has closed their store at 162 Cordaville Rd. Their liquor license was renewed in December because they were still operating at Town Center. On January 18, 2010, the Board will hold a hearing to grant a new liquor license for a different business with the same attorney who represents Colony Mkt. They will ask Attorney Perlman for an update on whether Colony Market will be requesting a change of location hearing.
- Minor Site plan reviews include a designee of the Board of Selectmen. The Town Administrator was designated to fill this seat for the Board.
- The Town's insurance advisor wants retirees to be encouraged to go to a Medicare plan. Mrs. Phaneuf asked that a forum be held for the retirees to explain this.
- The Board agreed to put a place holder on the warrant for reimbursement of legal fees. The warrant article and summary will be drafted by the Board and reviewed by Town Counsel.

Consent Agenda

1. It was voted unanimously to approve the minutes of the December 7, 2010 Executive Session
2. It was voted unanimously to approve the December 21, 2010 meeting minutes.
3. The Board also approved a request to hold a Relay Race through Southborough on May 20, 2011

WARRANTS

88	\$799,209.02	1/7/11	TOWN PAYABLES
89P	\$508,520.60	1/5/11	SCHOOL PAYROLL
90P	\$260,028.13	1/5/11	TOWN PAYROLL
TOTAL	\$1,567,757.75		

List of Documents Referred to 1/4/2011 BOS Meeting

Housing Authority Interviews.

- Lynne Moreno, Southborough Housing Authority Executive Director, letter requesting joint meeting with BOS to fill vacant seat.
- Volunteer form and letter from Eric Hanslip
- Volunteer form and letter from Paul Morin
- Volunteer form and letter from Marianna Surette

Westborough CSX/Transflow

- Letter from Fire Chief John D. Mauro, Jr., regarding Transflo facility
- Letter from CSX Transportation Vice President, Maurice J. O'Connell to Town Planner
- Letter from Linda and David Schaffer, 21 Southville Road
- Email from Kenneth Kahn, 15 Liberty Drive

Fire Chief

- Letter from Fire Chief John D. Mauro, Jr. to use Harvard Funds
- Letter from Fire Chief John D. Mauro, Jr. to adopt MGL Ch. 48, Section 59A

MBTA Triangle Committee

- Triangle money receipts
- Drawings of Cordaville Triangle Park
- Minutes of MBTA Triangle Committee of August, 23, 2010 and September 15, 2010.
- Letter from Michael Radner, Radner Design Assoc.

Consent Agenda

1. Minutes of December 21, 2010
3. Email from Neal Aspesi, Director of Operations, Southborough Emergency Management and grant guidelines and instructions
4. Letter from Police Chief Jane Moran and email from Paul Dionne, Coordinator of relay race.

At 9:10 p.m., the Board voted to enter Executive Session to discuss collective bargaining with non-union personnel.

Roll Call

Phaneuf	aye
Boland	aye
Rooney	aye

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

BOARD OF SELECTMEN
January 11, 2011
MEETING MINUTES

Present: Bonnie Phaneuf, Bill Boland, John Rooney, Jean, Kitchen, Town Administrator. The meeting opened at 7:00 p.m. The Board began discussing FY12 budgets.

DPW & Water

- MWRA rates: Town pays a % of their entire budget based on usage
- Water system capital plan
- Drainage has seen wear and tear due to some intense storms
- Want to replace 1999 pickup for supervisor; one ton utility dump, would like to concentrate on used vehicles;
- Total capital request is \$315,000
- Potential warrant article: Legacy Farms traffic will come north on 85 to Rt. 9. Mitigation includes bringing Rt. 85 design to 25% for TIP project status. If 300K is added for the 25% plan, then the town could be reimbursed when the time comes.

Mrs. Phaneuf asked about looking at opening the Transfer Station on Sundays within the level service budget. Not adding an additional day but re-arranging the schedule with the same funding. Ms. Galligan will provide a cost estimate at a future meeting.

Facilities

Mr. Rinehart reviewed FY12 increases and discussed projects in various buildings.

- Heating & Oil is down 3%. Town no longer pays for utilities at Fayville Hall, Cable does now
- 17% increase in maintenance of buildings
- Elevator maintenance costs vary
- The Facilities department has absorbed some library maintenance, like the HVAC contract payment [this is a transfer from the library budget].
- Some septic systems in municipal buildings need to be pumped more frequently
- Air handlers in the town hall need re-building

Fire

Chief Mauro reviewed all increased line items such as:

- Equipment with increased maintenance costs
- Salaries funded here do not include any contract increases since the CBA remains unsettled
- Tuition reimbursement is for members of the department taking college classes
- OT, stipends and holiday pay are projected to increase
- Asking for a replacement vehicle

Police

Chief Moran stated she has submitted two budgets, one including funding for the Quinn bill and one without. She addressed the following changes:

- OT is increased
- Waiting to fill 2 officer vacancies, as well as lieutenant
- Computer repairs and maintenance are increased

- Medical-professional & technical: need to designate a disease control officer
- Out of state travel: has been postponed for several years; a new lieutenant will need professional development opportunities
- Capital outlay: a copier machine, gun cleaning machine, fax machine
- 20K police chief educational incentive is a flat fee paid to the chief that is not tied to the Quinn bill funding from the state
- Contracted services: \$7,500 for an assessment center for promotional processes

Staffing

Department is still down one sergeant [chief's old position]. She lost \$47,000 in state grants last year which was used to supplement shift coverage. Plan to fill two vacancies for officer, as well as a new lieutenant coming from the sergeant rank.

Minutes: The January 4, 2011 minutes were approved with revisions.

WARRANTS

91	\$77,450.33	1/14/11	TOWN PAYABLES
92P	\$906.10	1/7/11	SPECIAL SCHOOL PAYROLL
TOTAL	\$78,356.43		

List of Documents Referred to 1/11/2011 BOS Meeting

FY12 Budgets

- DPW budget
- Public Building & Grounds budget
- Fire Department budget
- Police Department budget
- Animal Control budget

Consent Agenda

1. Minutes of January 4, 2011

Submitted by Vanessa D. Hale, Assistant Town Administrator.

BOARD OF SELECTMEN
January 18, 2011
MEETING MINUTES

Present: Bonnie Phaneuf, Bill Boland, John Rooney, Jean Kitchen, Town Administrator.

Hotel & Meals tax: The Board discussed whether they would add an article to the town meeting warrant to propose acceptance of either a hotel tax or meals tax.

A motion to approve adding an article on motel tax to the Annual Town Meeting warrant failed.

A motion to approve adding an article on meals tax to the Annual Town Meeting warrant failed.

Direct Deposit policy: Mr. Ballantine asked the Board to endorse a policy mandating all non-union employees use direct deposit. This would impact nine employees and is a measure of efficiency for the Treasurer's Office. This is a practice used for all new [non-union] employees. The Board agreed unanimously.

DP Convenience [Laxmi Grocery] – Package Store, 42 Turnpike Road

DP Convenience – Mr. Darshak Patel lives in Hopkinton and has worked in several similar convenience store operations with liquor licenses. He will spend at least 40 hours per week at the store. Beer and wine will be sold after 8 a.m. on weekdays and Noon on Sundays. Mr. Pearlman, his Attorney, has spoken to town inspectors regarding the items of concern that they listed should be corrected before a license is issued. Mr. Pearlman said those items would be corrected within approximately 10 days. Pearlman said there is no one that currently caters to the Indian population in this area, in a business that offers multiple services in one stop. Mr. Boland is concerned about a saturation of liquor licenses on Route 9. He also feels the site is problematic due to limited parking.

Mr. Boland asked some specific questions. Mr. Patel disclosed he is an employee at Vir in Middleboro where he is a 100% owner. His mother owned Colony Market, a lease that recently ran out. Mr. Boland does not see the site as being convenient. Tom Prince from Panzano Market spoke, noting that there would be some detriment to his business being on the same side of the street, though his liquors are more specialized. Shohdy Ziada from Turnpike Liquors stated that this new business is less than 1,000 square feet from his and disagreed that another liquor license should be issued within close proximity. Atty. Catanzaro, on behalf of new tenant at 162 Cordaville Road [Southborough Variety Corp.], questioned in what order the Board was considering license applications. The viability of this location has not yet been deemed suitable by town inspectors. Mr. Rooney made a motion that DP Convenience Inc, 42 Turnpike Road be granted its application for a license to sell beer and wine. There was no second. The application is not approved. Mr. Boland voted to deny the application based on unsuitability of location, failure to serve the public good, inappropriate site conditions, and over saturation of licenses on Route 9. Seconded by Mr. Rooney. Voted 3-0. The license for application for DP Convenience was denied.

Truck Exclusion: Neighbors from this area told the Board that cars have no choice but to back up when a truck is on site because it is such a narrow road. The Board voted unanimously to proceed with studying a potential truck exclusion on Gilmore Rd.

Consent Agenda

1. The Board tabled the minutes of the January 4, 2011 Executive Session.
2. Accept resignation of Michael Gulbankian from Southborough Emergency and Planning Committee, effective January 3, 2011. APPROVED
3. Accept resignation of Bonnie Phaneuf from the PILOT Committee. APPROVED
4. Appoint John F. Rooney, III, as the Selectmen's designee to the PILOT Committee. APPROVED
5. Appoint Robert C. Kessinger, 179 Parkerville Rd, to the Recreation Commission for a term to expire on June 30, 2013. APPROVED
6. Accept donations in the amount of \$225.00 to be allocated to the library. APPROVED
7. Approve merit increases for the following:
 - Michelle Jenkins, Assistant Town Clerk \$23.31 AT MAXIMUM, EFFECTIVE JANUARY 11, 2011
 - Tamara Hadley, Administrative Secretary \$21.30 EFFECTIVE JANUARY 22, 2011
 - Michael Cunningham, Communications Officer \$17.92 EFFECTIVE NOVEMBER 23, 2009
 - Cynthia Foster, Assistant Town Accountant \$22.28 EFFECTIVE FEBRUARY 1, 2011

Reports: Mr. Rooney reported that Fay School and St. Marks were presented with a proposal that illustrates the services they receive and an analysis of the properties taken off the tax rolls by each institution. A February 1, 2011 meeting has been set with St. Marks; staff is working on setting a date with Fay. The goal is to increase their voluntary contribution to the town.

Meetings: The Board of Selectmen will block off all Tuesdays in February and March, unless otherwise notified.

WARRANTS

93	\$359,653.69	1/21/11	TOWN PAYABLES
94	\$310,520.78	1/21/11	CHAPTER 90
95P	\$505,517.07	1/19/11	SCHOOL PAYROLL
96P	\$252,402.00	1/19/11	TOWN PAYROLL
TOTAL	\$1,428,093.76		

List of Documents Referred to 1/18/2011 BOS Meeting

Hotel and meals tax.

- Bulletin from Department of Revenue
- Local meals tax options procedure
- Local room occupancy excise procedure
- Email from Finance Director

Direct Deposit Policy.

- Memo from Brian Ballantine, Finance Director

DP Convenience [Laxmi Grocery] – Package Store, 42 Turnpike Road.

- Notice of liquor license hearing.
- Inspection reports from Building Inspector, Wiring Inspector and Fire Prevention Officer
- Map of package stores in Southborough as of 1/10/11

Police Lieutenant.

- Letter and employment police from Personnel Board

Gilmore Road Truck Exclusion

- Memorandum from Karen Galligan

Consent Agenda:

2. Personnel evaluations [not to be released]
3. Letter of resignation from Michael Gulbankian
4. Letter of resignation from Bonnie Phaneuf
6. Memo from Recreation Commission and volunteer form and letter from Robert Kessinger
7. Memo from Jane Cain, Library Director.

The meeting adjourned at 9:10 p.m.

Respectfully submitted by Vanessa D. Hale, Assistant Town Administrator.

BOARD OF SELECTMEN
February 1, 2011
MCAULIFFE MEETING ROOM

Present: Bonnie Phaneuf, Bill Boland, John Rooney, Jean Kitchen, Town Administrator.

The Board swore under oath the following for the Colony Market hearing, 162 Cordaville Road:

Fadei Kassouf

Vinny Patel

Arthur Pearlman

Colony Market: The Board held a hearing to discuss Danny Corporation, d/b/a Colony Market, 162 Cordaville Road, Suite 100 and a misrepresentation of fact on their 2011 liquor license renewal application. Mr. Boland was concerned that none of the parties who were listed as manager on the renewal application were present. It was stated they knew the landlord was going to terminate the lease on December 31, 2010.

Attorney Arthur Pearlman, representing Colony Market, stated that his client missed the date to renew the lease for an additional 7.5 years. Attorney Pearlman prefers to have a clause in the lease that the manager will automatically renew the lease unless they notify the landlord they will not extend but that was not the case with the Colony Market lease. Mr. Pearlman said his client looked for space and was advised they could stay at the present location for at least 6 months. Then they would file for a change of location and also would go to the ZBA. They missed the date to exercise the option to renew; they believed they would still be at the location of 162 Cordaville Rd. well beyond January. The liquor license renewal application states that they "swear under penalty and perjuries that it will be at the same premises." Attorney Pearlman admitted he had knowledge that he may not have the new lease in place for January.

Mr. Rooney wished that the business owners were present to speak with. Attorney Pearlman said the manager signed all documentation at his direction.

Anthony Carbone, Leasing Manager, Capital Group Properties referred to the August 30, 2010 letter [returned unclaimed] sent to Colony Market stating that the lease would be terminated on December 31, 2010. Also in August, Capital Properties signed a lease with Mr. Kassouf, Southborough Variety Corp., the new tenant for 162 Cordaville Road, Suite 100. Mr. Kassouf had several conversations with Mr. Patel regarding purchase of equipment so he knew that there was a new tenant and they had several conversations relating to transfer of the liquor license. Mr. Kassouf was told by Colony Market either agree to the prices [\$100,000 for the license} or Mr. Patel would not transfer the liquor license.

Attorney Pearlman said that Mr. Kassouf spoke to him and that he was directed to him by the people at Capital Properties. He also stated that they never discussed the liquor license, only the equipment. He told Mr. Kassouf that if he wanted to buy everything, he could make a reasonable offer. He came back and wanted to buy things piece-meal. Those conversations took place in late fall after liquor license renewal forms were filed. However, Mr. Kassouf countered and noted that those conversations happened late September/early October; no later than that. Mr. Boland asked for proof. It was reported that a fax was sent indicating an offer for equipment.

Vinny Patel, Manager of Fitzgerald's Store said that he told Mr. Kassouf to speak with his attorney regarding any offers. Mr. Patel's wife, Kiran Patel is the owner/manager of Colony Market. She is the lease holder.

Mr. Rooney asked about Danny's whereabouts. Attorney Pearlman stated that Danny no longer has any interest in the business and is no longer the owner. That has been transferred. The change of ownership and manager started in December of 2009 but was not completed until November of 2010. Mr. Carbone said that the lease was assigned to Danny Corporation aka Danny Patel who signed the license.

Town Counsel Aldo Cipriano addressed the Board and noted that they make the ultimate decision. The central fact is that D P Patel signed the prescribed application, certifying under perjury, that the 2011 license will be at the same premises. He told the Board to make its decision based upon the testimony they have heard.

Mr. Boland said that the evidence shows the client knew that they would not have occupancy in 2011 of the same premises. There was a misrepresentation of fact in the renewal license and he finds that inexcusable.

Mr. Rooney said that although Colony Market wanted to remain at the site, it was known another tenant was going to take over that property. He finds there has been a violation. Based on the preponderance of evidence presented to the Board, Mr. Rooney moved to revoke the liquor license issued to Danny Corp, d/b/a Colony Market, 162 Cordaville Road, Suite 100. Seconded by Mr. Boland. Passed 2-0.

Pizza 19: The board opened a hearing for the property at 150 Framingham Road for a pizza restaurant. Hours of operation: 9 a.m. – 11 p.m. Sunday-Saturday. All of the licensing authorities have signed off on the premises.

David. McIntire, 98 Newton Street addressed the board and said that there is an appeal before the ZBA on this property and it is inappropriate to proceed.

Town Counsel stated that Mr. McIntire took an appeal of the decision of the building inspector, which is an administrative appeal on zoning. David McIntire disagreed so it's going to the 2nd level of appeal, which is the ZBA.

Mr. McIntire's comment is that the issuance of this license would be inappropriate at this time because the appeal concerns the pizza shop which does not fall under the definition of a restaurant, the building is a multiple use building without a proper permit and in his opinion is two lots, not one. He feels the appeal must be resolved first.

Attorney Cipriano told the Board that an automatic stay does not affect issuing a permit. This should be addressed through the ZBA. The Board can consider the license for food.

Mr. Rooney asked that from a pragmatic purpose, does it not make sense to wait until the ZBA has ruled?

Attorney Cipriano said that any license issued is contingent upon getting all other licenses. First tier of David Gusmini's review is concluding that this use is permissible. You can decide whatever is in the public interest. An appeal has been filed and will be heard on March 2nd, 30 days are allowed to make a determination. Building Inspector David Gusmini has reviewed Mr. McIntire's complaint and disagrees with him. Mr. Gusmini has no issues with Pizza 19 opening; permits have been issued in compliance with the building code. It is very similar to the business operated there previously [Benchmark Deli].

David McIntire said that his case is "infallible". He believes once a permit issued, they will be favored. He stated the following:

- Amply qualified to judge this as a professional in the field for 40 years with 5 state licenses;
- Acting improperly by granting this license;
- Always brought up these issues to two previous building inspectors;
- Zoning regulations define a restaurant by consumption of meals on the premises, waited on by a person;
- Proposed zoning regulations discussed, but nothing has been approved, so they cannot be taken into consideration;
- There is a written opinion from the building inspector which he disagrees with. If the ZBA overturns the inspector's opinion, he would be required to stop the business if he is found to be wrong;
- He believes 80% of the business is take-out orders.

Joanne Pearson, 101 Newton Street stated that it is a residential neighborhood. The variances were granted to a different style of business in a house. The owner has no interest in the area. He [Ralph Iannone] has no stake in the residential neighborhood and only thinks of it as a commercial property. Signs that have been posted in the past have been in violation of the bylaw. As residents, we see the area as residential, not commercial. It is not the intent that was prescribed in the beginning.

Mr. Gusmini looked at the files, did due diligence and he disagrees. All permits required were in order and passed inspection. It is a pre-existing non-conforming structure. The use was granted in 1967 by a variance that allows this use. There is no building that makes it more non-conforming.

Aldo Cipriano stated that the structure pre-existed zoning so it is protected. In 1967 a use variance was granted to permit a restaurant. Non-conforming status does not disappear or lapse, unless there is a physical cessation or an intent to do so. David Gusmini stated the use variance goes with the life of the property. The variance in effect makes the restaurant legal.

Ralph Iannone, 16 Walnut Drive, owner of the building stated that the only time the location was before the ZBA was for a sign for a previous business.

Mr. McIntire stated there are many traffic concerns. The new manager of Pizza 19 said there have not been any accidents at that location for several years, according to police reports. Police Chief Jane Moran told Town Administrator Jean Kitchen that it was no more dangerous than any other intersections.

Mr. Boland: An 11 p.m. closing seems late for the neighborhood, he is not concerned with the opening hours. He moved to reduce hours to 9 a.m.-10 p.m. Mrs. Phaneuf would like the assurance that there will be no additional signage on the lot and trash will be picked up outside the building. She feels that 9 a.m. on Sunday is too early. The hours should be 10 a.m. – 10 p.m. on Sunday.

Mr. Rooney cautioned the applicant that there will be strict restrictions. He asked if the ZBA could meet more often. Town Counsel said there are statutory deadlines that put this appeal off to March 2nd. Mr. Boland said that beyond 10 p.m. is pushing it. Mr. Rooney told the owner of Pizza 19 that he needs to partner with neighbors to be successful.

Mr. McIntire stated that no business has had delivery there before and he does not favor this. Mr. Iannone owner of that building said there has been delivery. Mr. Franco wants delivery.

Approved the Common Victualler license with these hours: 10 a.m.-10 p.m., Monday-Saturday, 11 a.m.-10 p.m. on Sunday. He will follow all sign bylaws and see that the area is cleaned on a daily basis and that his employees will be told to be concerned about neighborhood concerns. Motion to approve.

Police Lieutenant:

Policy statement for Police Lieutenant was approved unanimously.

FY12 Budgets:

Budget cuts will be forwarded to the Board of Selectmen for approval.

Consent Agenda

Department of Public Works Superintendent Karen Galligan wants to use \$15,000 from Harvard funds to buy a plow and chains for vehicles. Chains will be available this week, the plow later but she is borrowing one from the town of Westborough.

Reports:

- Met with Advisory Committee and the Southborough School Committee which was very informational
- Expect new numbers from the school department soon
- The February 8th meeting will have a PILOT update
- FEMA grant for breathing apparatus

WARRANTS

100	\$746,157.90	2/4/11	TOWN PAYABLES
101	\$126,976.73	2/4/11	CHAPTER 90
102P	\$507,360.20	2/2/11	SCHOOL PAYROLL
103P	\$254,360.20	2/2/11	TOWN PAYROLL
TOTAL	\$1,635,301.69		

List of Documents Referred to 2/1/2011 BOS Meeting

Colony Market

- Letter of notice of public hearing to Danny Corp., d/b/a Colony Market
- Letter of notice of public hearing to Danny Corp., d/b/a Colony Market delivered by constable.
- 2011 license renewal application
- Letters and correspondence from Attorney Angelo Catanzaro re 162 Cordaville Road
- Letter from Attorney Arthur Pearlman, dated December 31, 2010
- Letter from Anthony Carbone, Leasing Manager for Capital Properties Group, dated December 28, 2010

- 2011 Package Store/Wine and Malt License issued to Colony Market
- 2011 Common Victualler's License issued to Colony Market

Pizza 19

- PFB Pizza LLC, d/b/a Pizza 19 application for Common Victualler License
- Hour of operation
- License approval forms signed by the Building Inspector, for Building Code Safety and Zoning Compliance, Fire Prevention Officer for Fire Code Safety and Finance Director for payment of taxes
- Letters and correspondence from David McIntire, 98 Newton Street re 150 Framingham Road
- Letters from the Building Inspector to David McIntire re 150 Framingham Road
- Petitions from abutters to 150 Framingham Road
- Letter from Town Administrator to David McIntire, dated December 7, 2010
- Memo from Fire Chief re 150 Framingham Road, dated December 16, 2010

Board of Health FY12 budget

Police Lieutenant

- Letter from Personnel Board Chairman, dated January 13, 2011
- Police Lieutenant employment policy and description

Consent Agenda

1. January 18, 2011 minutes
2. Memorandum from DPW Superintendent re use of Harvard Funds, dated January 31, 2011

Meeting was adjourned at 8:56 p.m.

Submitted by Vanessa D. Hale, Assistant Town Administrator

BOARD OF SELECTMEN
MEETING MINUTES
February 8 2011
MCAULIFFE MEETING ROOM

Present: Bonnie Phaneuf, Chairman; Bill Boland, John Rooney and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 7:20 p.m.

Presentation of MIIA Award. MIIA representative Stanley Corcoran presented the Board with an award for excellence in loss control services. Mrs. Phaneuf thanked all those involved for the work they put into this.

FY12 Board of Health Budget. The Board of Health and Paul Pisinski, Health Agent, presented their budget request. They are requesting a 2.73% increase over last year, mainly due to contractual services. The BOH is looking into joining with other towns to form a regionalized system. Mr. Pisinski gave the BOS a copy of the BOH 2010 Annual Report which shows that they return approximately 60% of funds collected to the Town.

PILOT presentation and update. Mr. Rooney explained the history and purpose of Payment in Lieu of Taxes (PILOT). He listed the dollar amount of services that each exempt school and religious organization in Southborough receives and the amount of taxes exempted. He also showed the amount of PILOT funds contributed by those organizations and what the PILOT Committee recommends that they should pay. The only school not affected is the New England Center for Children as they already, voluntarily, give more than they receive. Mr. Boland said that many of the organizations donated to the Fire Department Ladder Truck, and that the Town is appreciative of that, but that the schools have a number of residential properties that receive the exemption and services from the Town and should be paying their fair share. Mrs. Phaneuf said that the entities have to understand that they have to help. State Rep. Carolyn Dykema stated that legislation has been filed.

Section 18 presentation. Mrs. Phaneuf recused herself. Section 18 of Chapter 32B requires all Medicare eligible retirees who elect to have health insurance to enroll in a Medicare Supplement plan. The Town adopted Section 18A at the 2010 Annual Town Meeting, which requires future retirees to enroll in a Medicare Supplement plan as Section 18 was not available at that time. Adopting Section 18 would mean a reduction in costs for the Town, but not necessarily for the retiree. Mr. Rooney stated that if it means shifting costs from the Town to the Federal Government then he is interested in considering it. Mr. Boland is not comfortable with it, but feels that it is coming sooner rather than later. The Board would like to hear from retirees before making a decision.

Reports.

- Town Administrator. Mrs. Kitchen reported that they would be reviewing the draft report on regionalization in March.
- Mr. Boland. Fay School made a PILOT commitment of \$10,000 per year for 10 years for the Public Safety Complex.

Consent Agenda

1. It was voted unanimously to approve the minutes of the January 25, 2011 Executive Session.

Other Business

- Mrs. Phaneuf thanked those residents who signed her nomination papers and for emails of support but announced that she would not be running for re-election, and is resigning from the BOS for personal reasons, effective at the end of this meeting. She encouraged others to take out papers. Mr. Boland expressed his surprise and wished that she would reconsider and finish her term, but wished her the best in everything. Mr. Rooney thanked her for making him feel welcome on the Board and appreciates all she has done for the Town.

WARRANTS

104	\$241,790.04	2/11/11	TOWN PAYABLES
105	\$222,642.75	2/11/11	SCHOOL PAYABLES
TOTAL	\$464,432.79		

List of documents referred to at 2/8/2011 BOS meeting

Board of Health.

- Level Service budget
- 2010 Annual Report

PILOT presentation.

- Town of Southborough PILOT Update, February 8, 2011

Section 18.

- Analysis of Costs if Town Adopts Section 18

Meeting adjourned at 8:50 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
February 15, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:00 p.m.

Re-organization of Board of Selectmen. Mr. Boland thanked Bonnie Phaneuf for her service and stated that he enjoyed working with her. It was voted unanimously to Elect Mr. Boland as Chairman. It was voted unanimously to elect Mr. Rooney as Vice Chairman. Since the Town election is so close, there will be no special election to fill Mrs. Phaneuf's seat.

Budget Preliminary Review. Brian Ballantine, Finance Director; Paul Cibelli, Principal Assessor; and Carla McAuliffe, Town Accountant, presented the budget. Mr. Ballantine explained the process used to come up with the budget and stated that this is not the final budget. This budget represents a 4.36% tax increase over the current fiscal year, and does not include results of collective bargaining. \$135,000 can be saved if the schools agree to the same benefits percentage as the Town side. Quotes from the insurance carriers don't typically come in until mid March. Neither Mr. Boland nor Mr. Rooney are in favor of a Proposition 2 ½ override. Mr. Rooney is not in favor of a 4.36% tax increase, is opposed to using overlay funds to balance the budget and would like to see a no tax increase budget. Mr. Boland explained the steps usually employed to come up with the budget. Mr. Ballantine stated that it is not too late to get together with the Advisory Committee to discuss where they stand on the budget. Mr. Cibelli suggested that the Board and Advisory get together right at the start as the two committees usually don't work together well and end up with separate budgets. Mr. Cibelli said that a no tax increase budget would result in significant cuts. There will be further discussions at the next meeting, with Advisory present.

CPC articles discussion with CPC Committee.

- Adam Wolfson, a member of Southborough Boy Scout Troop 92, presented his Eagle Scout project to the Board. He has proposed creating a sand volleyball court at Neary School and has donations to cover \$10,000 of the \$14,000 estimated cost. He has requested the additional \$4,000 from CPC. The Board wished him well with his project.
- The Historic Residential Village Center article was discussed. Ray Hokanson presented the plan to the Board. It was stated that this is an honorary designation and would not restrict residents from doing renovations to their property. Mr. Rooney would like to see some funds reserved for the Police Station renovations. Mr. Boland said that he does not have enough information at this time, as they just received the documents, and would like some time to look it over. Tom McCarthy, of Latisquama Rd, suggested that this should be brought forward at a public meeting. Karen Galligan requested that Department Heads receive a copy of the documents. Mr. Boland stated his concern that the CPC seem to spend all the money that they have, and he is not ready to make recommendations at this time.

Reports.

Mrs. Kitchen said that there should be a discussion as to whether the Town Hall floater position should come under the Personnel Board by-laws.

Consent Agenda

1. It was voted unanimously to accept the resignation of Bonnie Phaneuf from the Board of Selectmen, the Affordable Housing Trust Committee and the Southborough Emergency Planning Committee, effective February 9, 2011.
2. Acceptance of the resignation of Paul H. Levenson from the PILOT Committee was held to another meeting.

WARRANTS

106	\$286,216.87	2/18/11	TOWN PAYABLES
107	\$3,902.10	2/18/11	SCHOOL PAYABLES
108	\$89,931.37	2/18/11	SCHOOL PAYABLES
109P	\$515,857.13	2/16/11	SCHOOL PAYROLL
110P	\$264,700.21	2/16/11	TOWN PAYROLL
TOTAL	\$1,160,607.68		

List of documents referred to at 2/15/2011 BOS meeting

Budget preliminary review.

- Preliminary budget proposal
- List of budget reductions
- Current FY12 Budget Status
- Budget history chart

CPC Articles discussion.

- List of articles

Consent Agenda.

- Letter of Resignation, Bonnie Phaneuf
- Letter of resignation Paul H. Levenson

Meeting adjourned at 9:40 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
February 22, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:00 p.m. and informed those present that retired Firefighter George Killam had passed away.

DPW – Stormwater General Permit and comments to EPA. John Woodsmall, Town Engineer, and Karen Galligan, DPW Superintendent, both stated that meeting the requirements of the EPA requirements for the General Permit would cost the Town approx. \$2,000,000 over the five years, a significant increase over the previous years. Since this issue is in the comment period Mr. Woodsmall and Ms. Galligan are asking the Board to send a letter of comment, and are hoping that other departments and committees would consider doing so. Mr. Rooney congratulated Mr. Woodsmall on his precise and surgical analysis of the general permit.

FY12 Budget discussion with Advisory Committee and Capital Budget Committee. Mr. Boland stated, and Mr. Rooney agreed, that they would like to see the budget split 38% for Town and 62% for Schools with, at most, a 2% increase in taxes. They would like a fair split and do not want to see money taken from the Town and funneled into the school budget. John Butler, Advisory Committee, said that they still had a lot of work to do, but did not commit to a specific percentage split between the Town and Schools. The use of overlay funds and stabilization funds to reduce the budget was discussed. The budget discussion will be continued next week.

Reports.

Town Administrator.

- Flood plain map revisions and by-law amendments.
- PILOT Committee met with Harvard Primate Center.

Mr. Rooney.

- Mitchell Hillbert has attained the rank of Eagle Scout.

Consent Agenda

It was voted unanimously to:

1. Approve the minutes of the February 8, 2011 Executive Session.
2. Approve a 2% merit increase for Naomi Magnoni, Library Assistant, to a salary of \$18.25/hour effective 1/29/2011.
3. Accept a donation of \$50.00 from Boy Scout Troop 1, to be allocated to the DPW water.
4. Accept the resignation of Frederick B. Buck, Jr. from the Council on Aging and the Southborough Elderly Housing Committee.

Other Business

1. There was a discussion as to how many members were on the PILOT committee, and a debate on whether the committee should be disbanded.

WARRANTS

111	\$1,294,971.64	2/25/11	TOWN PAYABLES
112	\$13,034.00	2/25/11	CHAPTER 90
TOTAL	\$1,308,005.64		

List of documents referred to at 2/22/2011 BOS meeting

DPW.

- Letter from Town Engineer to BOS, dated February 17, 2011
- Letter from DPW Superintendent and Town Engineer to EPA
- General Permit

FY12 Budget discussion.

- Current FY12 budget status
- Total Available Expenditures FY12
- Warrant Articles
- FY12 Annual Town Meeting budget documents

Consent Agenda.

- Letter from Library Director and Chair of Trustees
- Performance review – not public record
- Letter from Benjamin Willis re: Boy Scout donation
- Letters of Resignation from Frederick Burke

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
March 1, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator. Mr. Boland opened the meeting at 7:10 p.m.

Fire Chief Search discussion. Fire Chief John Mauro Jr. is retiring in the Fall of 2011 and the Board discussed how to handle finding his replacement. Mrs. Kitchen provided them with a copy of the job description and asked if a committee should be created and if they should employ the services of an assessment center. Mr. Boland recommended not starting the process until a third member of the Board was present. The Board requested names and costs of assessment centers and Vanessa Hale, Assistant Town Administrator, was asked to draw up a budget for the search.

Budget Review and Review of Annual Town Meeting Warrant & Articles. Brian Ballantine, Finance Director; Paul Cibelli, Principal Assessor, and Carla McAuliffe, Town Accountant, presented the revised FY12 budget. Mr. Ballantine stated that they still had a way to go to get to a 2% tax increase as this budget is \$1.8 million short of that goal. Mrs. Kitchen said that the Finance Team needs some direction as to how to get to the 2% increase. Mr. Boland noted that all budgets are down 1% from last year but it is still resulting in a tax increase because one time funds were used to reduce the budget in previous years. Mr. Rooney suggested that the BOS and Advisory meet to agree on the distribution. Mr. Boland and Mr. Rooney still agree on 32% to 68% split between the Town and Schools – 68% on the School side. Funding of the Quinn Bill for Police Officers was discussed. The Board is not inclined to use overlay money for operational budgets. It was voted unanimously to fund a new Fire Department vehicle from the Fire Department Ambulance Fund. Discussion of Warrant articles was postponed until next week.

Reports.

Town Administrator.

- Department Heads received training on the budget process and the Board will be receiving a report on the outcome of that.
- There has been a request for the unredacted minutes of the October 22, 2009 Executive Session. Mr. Boland said that he would have to look at the minutes and Mr. Rooney is Ok with releasing them.

Consent Agenda

1. Approval of the minutes of the February 8 and 15, 2011 meetings was held to a future meeting.

WARRANTS

113	\$2,201,535.76	3/4/11	TOWN PAYABLES
114P	\$513,802.10	3/2/11	SCHOOL PAYROLL
115P	\$272,960.04	3/2/11	TOWN PAYROLL
TOTAL	\$2,988,297.90		

List of documents referred to at 2/15/2011 BOS meeting

Fire Chief Discussion.

- Job Description

Budget Discussion

- FY12 Annual Town Meeting document dated 3/1/2011 & Draft5 of Warrant

Consent Agenda.

- February 8, 2011 minutes
- February 15, 2008 minutes

Meeting adjourned at 9:25 p.m. Respectfully submitted by Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
March 7, 2011
CORDAVILLE HALL

Present: Bill Boland, John Rooney, Jean Kitchen, Town Administrator. Meeting called to order at 7:30 p.m.

Claire Reynolds, chair of the Advisory Committee spoke about the negative publicity in The Villager and hoped it could be avoided in the future.

Mr. Rooney hoped that Advisory and the Selectmen could come to some agreement on what the increase in taxes should be. He understands that there may not be agreement on use of reserves.

Mr. Butler explained that they requested two scenarios from the larger departments.

Chief Moran explained her request for 2 cruisers. The Police Chief's latest budget increase is 1.07%.

Chief Mauro noted that the Fire Dept. budget, as proposed by Selectmen, reflects a 2.37% increase. Savings with new chief is an \$8,000 decrease, decreasing the Chief's secretary to 20 hours. New proposed budget: \$1,769,004

DPW is at a .88% increase at \$2,120,459. Ms. Galligan noted that she would like an additional \$58,000; \$12,000 above what capital has approved at \$168,000.

Dr. Gobron noted that class size would change with a 2% or a zero increase. Norfolk could be reduced by \$18,000 because transportation only needs to be in the budget once. The school budget is not carrying technology—it is being carried in the budget being recommended by Advisory; \$17.197M does not include technology.

Jane Cain, Director, spoke for the Library which has 3 budget proposals: \$415,000 (team finance) \$421,000 with additional maintenance costs; if maintenance is moved to facilities the library trustees are asking for \$405,000. Minimum appropriate required for certification is \$408,776.

Facilities originally had a 10.5% increase including items from the library—in order to cut 8%, as the Selectmen have asked, the director would need to cut a position. If Facilities takes over library maintenance his budget will have a 6.2% increase (\$454,256)—picking up \$20,000 from the library. The Library Trustees will look at what the effects would be with a 2% increase over last year (adjusted for maintenance).

The Police Chief discussed the animal control budget

Meeting adjourned at 10 p.m.

Submitted by Jean Kitchen, Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
March 8, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:05 p.m.

Discussion on forming an economic development committee. David Ferris introduced Chris Robbins and others who were interested in forming an economic development committee to increase the commercial/industrial base of the Town, to help alleviate some of the tax burden on residents. Southborough gets 20% of its revenue from commercial/industrial properties while some neighboring towns get 40-50%. Mr. Rooney thanked all those involved but wants to be sure that all Boards and Committees have the same philosophy and that the Planning Board needs to be on board. Eric Denoncourt, Town Planner, said that the Planning Board supports the creation of the committee. Mary Hynes, Planning Board, stated that this kind of committee was included in the Master Plan 2 years ago and that the Planning Board supports economic development. Chris Robbins suggested that the group come back before the Board with more concrete suggestions on how to proceed. Bill Pezzoni, 495/Metrowest Partnership, suggested that they focus on what is available along Rte. 9. Barbara Clifford, Corridor 9 Chamber of Commerce, invited the members of the group to attend the 495/Metrowest Partnership meetings. Mr. Boland said that the Town is not looking for a rapid build-out of Rte. 9, but would like to attract businesses that would be good for the Town.

Public Hearing on Annual Town Meeting warrant articles including:

- **MGL Ch. 138 Section 33B – allowing sale of alcoholic beverages at 10:00 am on Sundays.** Mrs. Kitchen said that they had a request from a business owner who serves brunch prior to noon. It was voted unanimously to approve Chapter 138: Section 33B. Sales of alcoholic beverages by on-premise licensees on Sundays and certain legal holidays; sales permitted between 10:00 a.m. and 12:00 noon.
- **Salary Administration Plan.** Stephen Morreale, Personnel Board, reviewed the proposed changes to the SAP. It was voted unanimously to support the changes to the Salary Administration Plan.

Budget discussions and position on town meeting articles.

- Mr. Boland informed those in attendance that the BOS met with Advisory last evening, and that the School Committee is meeting tomorrow evening. It is difficult to make changes to the budget without the revised school budget, so further discussion of the budget was tabled. Mr. Boland asked that the Capital Committee come before the Board next week, and that Department Heads get next year's capital items to Ms. Kitchen so that the Board has some idea of what is coming up.
- The Board reviewed Draft 6 of the warrant articles for Annual Town Meeting and stated their position on various articles.

Reports.

Town Administrator.

- Has requested a guaranteed rate for 2 years on property and casualty insurance.
- Set meeting dates for 3/15/2011, 3/16/2011, 3/29/2011, 4/4/2011 and 4/5/2011.

Consent Agenda

1. It was unanimously voted to approve the minutes of the February 8, 2011 and February 15, 2011 meetings.

WARRANTS

116	\$354,415.82	3/11/11	TOWN PAYABLES
TOTAL	\$2,988,297.90		

List of documents referred to at 3/8/2011 BOS meeting

Public Hearing

- Copy of Chapter 138: Section 33B
- Salary Administration Plan

Budget

- Budget documents dated 3/4/2011
- Warrant Articles – Draft 6

Consent Agenda

- February 8, 2011 minutes
- February 15, 2011 minutes

Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
March 15, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:05 p.m.

Discussion with state legislative delegation. Representatives Dykma and Levy, and Senator Eldridge met with the Board. Senator Eldridge stated that the Governor's budget increased education funding but cut back on health and human services. There is a chance that Chapter 70 may be cut. His priorities include protecting local aid and maintaining funding for social safety net services. Representative Dykma said that the House is questioning how the State budget was built. Revenues are down and there is no stimulus money. She thinks there may be something in the budget this year to help with the cost of municipal health care. Representative Levy said that there is a huge gap to close with no federal aid. Local aid is a priority for him. The State is looking to reform pensions and healthcare, and to reform state government. Mr. Boland stated that health care costs are a concern. The Town accepted Section 18A and is now looking at Section 18. He feels that the private schools should pay taxes on property acquired for residential rather than educational purposes. Mr. Boland also feels that the State should not step in and change disbursement of funds for regional schools after the towns have an agreement. Mr. Rooney would like to see public employee benefit reform and thinks that aid to towns will never return to previous levels. He is unhappy that the state stopped funding for the Quinn Bill and agrees that private schools should be paying taxes on residential properties. Mrs. Kitchen said that the Town is looking into regionalization of dispatch and health, and that the new EPA regulations will cost more.

Section 18 presentation (Medicare supplemental health insurance). Section 18 requires retirees who qualify to go onto Medicare health insurance plans. If voted at ATM it will not take effect until July 2012. Mr. Boland said that the Town investigated this a couple of years ago and agreed on 18A and that some people retired then as they did not want to go onto a Medicare plan. However, it looks like the State will eventually force retirees to go onto Section 18 plans. Analysis shows that most people would save money, and that it would be a significant savings to the Town. Mr. Rooney does not feel that the time is right due to the increase in taxes. Mr. Boland would like to hold off on this until the State mandates it as retiree contribution to health care will be increasing in July. The article was removed from the warrant as neither selectman was in favor.

MOU – Metro Boston Consortium for Sustainable Communities. Mark Racicot, Manager for Government Service, MAPC, would like the town to make a commitment to participate in the consortium. The consortium received a grant of \$4 million to better the lives of people who live and work in the region and need to formalize the consortium in order to receive the funds from the federal government. It was voted unanimously to support and join the Metro Boston Consortium for Sustainable Communities, and to authorize the Chairman to sign the agreement.

Sign Annual Town Meeting warrant & continued FY12 budget discussion. Brian Ballantine, Finance Director, presented the latest budget. The budget is now within \$570,047 of the cap. Mr. Rooney stated that it is important to keep in mind that there are no union salary increases for the Town side. It was voted unanimously to increase the retiree health contribution to 25%. The Board had the final discussion of the warrant articles for Annual Town Meeting and signed the warrant. Roger Challen questioned why there are two articles on refunding employee legal fees. Mr. Boland explained that the

Board had promised to put an article on the warrant and did not want to renege on that promise. The other article was put on by resident petition, and the Board cannot touch that.

Reports.

Town Administrator. Property and casualty insurance was negotiated with no increase in the first year and a 2.5% increase in the second year.

Consent Agenda

It was voted unanimously to:

1. Approve the minutes of the February 1, 2011, February 22, 2011, March 1, 2011 and March 7, 2011 meetings.
2. Nominate Mr. Leslie Boardman as Inspector of Animals.
3. Approve donations on behalf of Youth & Family Services.

WARRANTS

117	\$416,192.09	3/18/11	TOWN PAYABLES
118	\$10,852.92	3/18/11	CAFETERIA
119	\$6,262.22	3/18/11	CAFETERIA
120	\$126,986.93	3/18/11	SCHOOL PAYABLES
121P	\$505,987.85	3/16/11	SCHOOL PAYROLL
122P	\$244,892.43	3/16/11	TOWN PAYROLL
TOTAL	\$1,311,174.44		

List of documents referred to at 3/15/2011 BOS meeting

State Legislators

- Letter from Senator Eldridge

Section 18

- Analysis of Costs
- Email from Phillip Collins to Jean Kitchen, 1/25/2011
- Spreadsheet of health plan comparisons

MOU

- Memorandum of Understanding

Town Meeting

- Darft7 of warrant
- Budget dated 3/16/2011
- Minutes of 3/3/2011 Capital Planning Committee

Consent Agenda

1. Minutes from February 1 & 22, 2011 and March 1 & 7, 2011
2. Letter and nomination form from Michael Cahill, Division of Animal Health
3. Letter of request from Laurie Sugarman-Whittier, Director SYFS

Meeting adjourned at 9:05 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
March 29, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:15 p.m.

Triangle Park sign design approval – Triangle Committee. Nancy Vargas, Triangle Committee, showed the Board a print of the final design of the sign, based on the original hot air balloon shot of the town. The anodized aluminum sign will be mounted like an inclined tabletop on steel posts. Ms. Vargas hopes the sign will be dedicated at the end of May. The Board voted unanimously to approve the design at a cost of \$2,129.

James Denman – Pilgrim Church walkway. Mr. Denman from Pilgrim Church explained that the Church would like to take out the concrete and tarmac walkway and replace it with paving bricks, similar to what is in front of the Town House. The work would be done over the summer months. The Town owns 90% of the walkway, but the Church maintains it. Mrs. Kitchen asked for a copy of the insurance policy. It was voted unanimously to give Pilgrim Church permission to replace the walkway, working with the DPW Director and the Facilities Manager.

2-1-1 Emergency Management. Neal Aspesi, Director of Operations for the Emergency Management Agency, informed the Board that the Massachusetts 2-1-1 system, a state wide informational call center, has been offered to the Town at no cost. This system is a way to get information out to the public. Police Chief Moran feels that this would be an enhancement to 9-1-1, as residents could call 2-1-1 during an emergency and hear a recorded message instead of calling 9-1-1. Mr. Aspesi volunteered to be the coordinator. It was voted unanimously to approve the use of 2-1-1, and to authorize the Chairman to sign the agreement on behalf of the Board.

School Budget – Dr. Gobron, School Superintendent. Dr. Gobron stated that the schools have made substantial cuts this year, and last, and feels that too large a cut will be detrimental to K-8, and he has to advocate for what is best for the students. He is working with the teachers to save on health care, but the regional assessment has gone up and funding from the State has decreased. He said that the budget will be before Town Meeting and that it is for them to decide.

FY12 Budget discussion. Mr. Boland said that the Board cannot recommend a no tax increase budget, as Advisory has suggested, as it would mean a drastic cut in services. Mr. Rooney thinks that next year could be the year for a 0% increase, and that residents need to be aware of what that entails. He also said that Department Heads should be prepared for questions at Town Meeting.

Reports.

Town Administrator.

- Informed the Board that Russell Gregory, Conservation Commission, has completed a Fundamentals of Conservation course.
- CSX will have a place on their web site for residents to ask questions.

Chairman, Board of Selectmen.

- Congratulated the Algonquin High School Girls Basketball team on State semi-finals appearance.
- Congratulated the Girls Gymnastic team on coming in 4th in the New England meet.

Consent Agenda

It was voted unanimously to:

1. Approve the minutes of the March 8, 2011 meeting, and the minutes of the March 15, 2011 meeting, as amended.
2. Approve a 2% merit increase for Jennifer Hom, Administrative Secretary for Recreation, to \$18.74/hr, effective 4/3/2011.

3. Appoint Steve Dahill, 15 Charles Street, Maynard MA 01754 to the Southborough Emergency Planning and Management Committee as Primary – EMC Liaison, term indefinite.
4. Reappoint Youl Belill, 51 Mark Bradford Drive, Holden MA 01520 to the Southborough Emergency Planning and Management Committee as First Alternate – EMC Liaison, term indefinite.
5. Remove Sean Keough from the Southborough Emergency Planning and Management Committee as First Alternate – EMC Liaison.
6. Accept a donation of \$33,332.00 from Harvard University to fund the ladder truck for two years.

WARRANTS

123	\$42,966.01	3/25/11	TOWN PAYABLES
124	\$18,860.00	3/25/11	CHAPTER 90
125	\$351,895.69	3/25/11	SCHOOL PAYABLES
126	\$57,297.93	3/25/11	SCHOOL PAYABLES
TOTAL	\$471,019.63		

127	\$642,718.62	4/1/11	TOWN PAYABLES
128P	\$514,451.43	3/30/11	SCHOOL PAYROLL
129P	\$241,587.68	3/30/11	TOWN PAYROLL
TOTAL	\$1,398,757.73		

List of documents referred to at 3/29/2011 BOS meeting

Triangle Park

- Photocopy of design

Pilgrim Church

- Letter requesting meeting with BOS
- Sketch of work area

2-1-1

- Email from Neal Aspesi to Vanessa Hale requesting meeting with BOS
- Letter from Neal Aspesi
- Mass211/Municipal Government Operational Protocols/MOA document

Budget

- Budget sheet dated 3/25/2011

Consent Agenda

- March 8, 2011 minutes
- March 15, 2011 minutes
- Performance Appraisal, Jennifer Hom (not a public record)
- Letter from Neal Aspesi requesting changes to SEPMC positions
- Photocopy of check from Harvard University

At 8:40 p.m. the Board entered into Executive Session on roll-call vote (Mr. Boland – aye, Mr. Rooney – aye) to discuss pending contract negotiations, not to return to open session.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

Board of Selectmen
Monday, April 04, 2011
Cordaville Hall

Present: Bill Boland; Chairman, John Rooney, Jean Kitchen, Town Administrator.

Called to order meeting at 7:20 P.M.

The board met with the Town Clerk, Town Counsel, Town Moderator, members of the Advisory Committee and town staff to review the town meeting articles and motions in preparation for town meeting.

ARTICLE	Will be read by
1 CPC, Advisory Committee, BOS,	Bill
2 PILOT	John
3 Financial borrowing	Bill
4 Capital Budget [oral report]	D. Grinblatas
5 SAP	S. Morreale
6-9 Union contracts	Bill
10 FY12 budget	Bill
11 Capital equipment	Bill
12 Maintenance of roads	John
13 Legacy Farms/Route 85 - postpone	John
14 Water system improvements	John
15 Building/Facility maintenance	Bill
16 2 thermal imaging cameras	John
17 Northborough reimbursement suit	Bill
18 Repeal Quinn bill- postpone	John
19 Payment of accrued sick time	Bill
20 Legal fees – BOS version	John

21	Stabilization-postpone	Bill
22	Room tax	John
23	MGL Ch 138, S. 33B-Sunday alcohol sales	Bill
24	Drainage easement Southville/Constitution	John
25	CPA	Upjohn
26	CPA	Upjohn
27	CPA	Upjohn
28	CPA-postpone	Hokanson
29	CPA	Upjohn
30	CPA	Upjohn
31	Revolving funds	Bill
32	Flood plains/zoning	D. Morris
33	Town Manager/charter	Butler
34	Legal fees by citizen petition	Hegarty

The Town Clerk issued the following reminders:

- All amendments must be in writing
- All handouts due to the Town Clerk the Thursday before the meeting
- A secret ballot requires a majority vote

The Board continued to discuss the status of the budget with members of the Advisory Committee.

The Board adjourned at 10:15 p.m.

Respectfully submitted by Vanessa D. Hale, Asst. Town Administrator.

BOARD OF SELECTMEN
MEETING MINUTES
April 5, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:05 p.m.

Comcast Agreement. Paul Ferguson, Cable committee, explained that the Pine Hill Road area of town receives cable television service from Comcast as the only access to that area is through Framingham. Charter cannot access that area as they have no easements through Framingham. In order for Comcast to continue servicing that area they need a license with the Town. It was voted unanimously to approve the draft of the agreement between the Town of Southborough and Comcast, and to instruct the attorney to enter final negotiations.

Approval of Little League State Champion sign. Southborough Little League is requesting permission to add State Champion signs to the Algonquin Regional High School signs in four locations. The Little League is purchasing the signs and the DPW will install them. Mr. Rooney suggested holding off until a decision was made about consolidating the Algonquin signs. Karen Galligan, DPW Superintendent, indicated that it made more sense for the Little League to have stand-alone signs as they are not part of Algonquin. It was voted unanimously to approve installing Southborough Little League State Champion stand-alone signs at the locations requested.

Recreation- playground proposal. Doreen Ferguson, Recreation Director, stated that they reworked the original plan by taking out the splash pad and enhancing the play structure which reduced the cost from an estimated \$133,070 to approximately \$96,700. It is intended to be used by children ages 2 to 12 years, and would be the only playground on the south side of town. Mr. Rooney does not feel that this is the right time to be asking the Town for funding, and Mr. Boland does not like the idea of using CPC funds but has no problem putting it before Town Meeting. Ms. Ferguson and Phil Rinehart, Facilities Manager, discussed the plans for use of space in the Arts building that is currently occupied by tenants who have not paid rent in some time. There was also discussion of the Arts Council occupancy. Ms. Ferguson stated that she could bring in \$12,000 a year if she had access to the area used by the Arts Council, but she needed a definite schedule of when the room would be used by them. The Board would like to see the Arts Council come before them with a plan for use of the space.

Consent Agenda

1. Approval of the minutes of the March 29, 2011 Executive Session was held to a future meeting.
2. It was voted unanimously to accept a PILOT from L'Abri Fellowship in the amount of \$500.00.
3. It was voted unanimously to accept donations in the amount of \$275.00, to be allocated to the Ambulance Donation account.

WARRANTS

130	\$271,996.33	4/8/11	TOWN PAYABLES
TOTAL	\$271,996.33		

List of documents referred to at 2/15/2011 BOS meeting

Comcast

- Document entitled "Southborough Cable Television Committee April 5, 2011"
- Southborough Cable Television Final License document

Little League Sign

- Copy of sign
- Map indicating placement locations

Playground

- Email from Doreen Ferguson dated March 25, 2011, with revised plan
- Letter of support from Friends of Southborough Recreation

Consent Agenda

- Letter from L'Abri Fellowship dated March 22, 2011
- Letter from Fire Chief Mauro dated April 1, 2011

Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
April 7, 2011
McAuliffe Hearing Room

Present: Bill Boland, John Rooney. Meeting called to order at 7:30 p.m.

There was a motion, which passed unanimously, to directly enter Executive Session to discuss contract negotiations. Roll Call Vote: Boland, aye; Rooney, aye. The Board re-convened their open session at 7:50 p.m.

The Board discussed completed contract negotiations with Police, Fire and AFSCME.

The Board voted unanimously to approve a new 3 year contract, effective July 1, 2010 through June 30, 2013 for the following unions:

- Mass Cop, Local 167
- AFSCME, Council 93
- IAFF, Local 3129

Meeting adjourned at 8:05 p.m.

Submitted by John Rooney, Selectman

BOARD OF SELECTMEN
MEETING MINUTES
April 11, 2011
BRENT TROTTIER MIDDLE SCHOOL ROOM 190

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

Mr. Boland reentered Open Session at 6:31 p.m.

The Board announced the ratification of the contract between the Town and SEIU, Local 888.

Selectmen Boland and Rooney attended Town Meeting.

Meeting adjourned at 11:30 p.m.

Respectfully submitted,
Jean Kitchen
Town Administrator

BOARD OF SELECTMEN
April 12, 2011
MEETING MINUTES
TROTTIER MIDDLE SCHOOL

Present: Bill Boland, John Rooney, Jean Kitchen, Town Administrator.

The meeting opened at 7:00 p.m.

The Board conducted no regular business.

The Board moved into the second night of the annual town meeting.

WARRANTS

131	\$249,351.76	4/15/11	TOWN PAYABLES
132	\$10,660.00	4/15/11	CHAPTER 90
133P	\$518,017.69	4/13/11	SCHOOL PAYROLL
134P	\$234,601.61	4/13/11	TOWN PAYROLL
TOTAL	\$1,012,631.06		

The Board adjourned at the close of the annual town meeting at 10:10 p.m.

Submitted by Vanessa D. Hale, Assistant Town Administrator

BOARD OF SELECTMEN
April 26, 2011
McAuliffe Hearing Room

Present: Bill Boland, John Rooney. Meeting called to order at 7:00 p.m.

Town Report dedication: This year's report was dedicated to a long time resident of the Town, James Denman. He was a poll-worker, Planning Board member, long time member of the Assabet School Committee and WWII veteran. His family was present to officially receive the 2010 annual town report.

Southborough Variety Corp: The Board opened a liquor license hearing for this business [d/b/a Stony Brook Market] at 162 Cordaville Road for a Package Store/Wine and Malt Beverages License. The store will open at 5 a.m. to be consistent with Dunkin Donuts. The license was approved unanimously, listing Salim Kassouf as Manager. Closing hours will be either at 10 p.m. or 11 p.m. The Board discussed what time to start selling alcoholic beverages.

Stormwater annual report: Ms. Galligan and Mr. Woodsmall presented the annual report, supported by committee member Peter Bemis.

Police Chief-Departmental Performance Evaluation Policy: As evaluations take place, they will be placed permanently in the employee's evaluation file. The policy has been developed with the assistance of the Personnel Board and the consultation of the police union. The Board unanimously approved this policy.

Reports

Chairman, Board of Selectmen:

The Town Moderator is seeking volunteers to sit on the newly formed Town Manager Study Committee. Five persons will be appointed.

Town Administrator Report:

- Scholarship committee is on May 31, 2011 at the Community House;
- Fayville Hall needs a new electric panel, with thanks to the Cable Committee for helping fund this need;
- Managers have met with several business members who are asking for an economic committee to be developed. The board will be asked to form this committee in May.
- The town of Wayland launched electronic voting this year at town meeting. They felt it saved 240 minutes at town meeting by not having tellers count the votes of the audience. \$25,000 was the estimated cost.

CONSENT AGENDA

Minutes: The Board approved minutes from March 29, 2011, April 4, 2011 and April 5, 2011, and April 11, 2011. The Board also approved Executive Session minutes from March 29, 2011, and April 11, 2011.

Resignations: The Board accepted the resignation from Nancy A. Vargas from the MBTA Triangle Committee and the Historical Commission.

PILOT: The Board accepted a payment in lieu of taxes of \$25,000 from St. Mark's School.

Sunday Sales: The Board approved the sale of alcoholic beverages beginning at 10:00 a.m. on Sundays for Tomasso Trattoria, Inc., 154 Turnpike Road.

Donations: The Board accepted the following donations:

- Donation in the amount of \$90.00 to be allocated to the ambulance donation account.
- Donation of \$10,000 from St. Mark's School to be allocated to the ladder truck fund.
- Donation(s) to be allocated to Youth & Family Services:
 - in the amount of \$110.00
 - in the amount of \$690.00

Bid award: The Board awarded the bid for the Water Department Scada System to Weston & Sampson for \$426,500. This contract includes \$6,000 for moving a box at the corner of Ledge Hill Road. It will be moved thirty feet down the road and has been deemed unsightly and also merits a safety concern. The Board was not overly in favor of moving something that is functional but is being moved because of vociferous complaints. The Board agreed to award the bid.

Appointment: The Board appointed John H. Wilson, 4 Middle Road, Southborough, MA as Veterans' Agent and Burial Agent, term to expire April 30, 2012.

At the conclusion of the meeting, the Board agreed that they would re-consider their vote on re-locating the utility box at the corner of Ledge Hill Road. They will table this until the May 10, 2011 meeting.

WARRANTS

135	\$154,125.80	4/22/11	TOWN PAYABLES
136	\$11,283.47	4/22/11	CAFETERIA
137	\$36,080.00	4/22/11	CHAPTER 90
TOTAL	\$201,489.27		

138	\$203,553.06	4/29/11	TOWN PAYABLES
139	\$253,117.44	4/29/11	SCHOOL PAYABLES
140	\$125,731.96	4/29/11	SCHOOL PAYABLES
141	\$281,706.12	4/29/11	SCHOOL PAYABLES
142P	\$506,502.72	4/27/11	SCHOOL PAYROLL
143P	\$243,276.05	4/27/11	TOWN PAYROLL
TOTAL	\$1,613,887.36		

List of documents referred to at 4/26/2011 BOS meeting

Southborough Variety Corp.

- Legal Notice of Public Hearing
- Hours of Operation

Stormwater Annual Report

- NPDES PII Small MS4 General Permit Annual Report

Police Chief

- Police Performance Evaluation Policy

Consent Agenda

- Minutes from March 29, 2011 and April 4, 5 & 11, 2011
- Letters of request from Laurie Sugarman-Whittier, Director SYFS
- Letter of resignation from Nancy A. Vargas
- Letters from Robert D. Meyer, St. Mark's School and photocopies of checks
- Letter from Tom Prince, Owner, Tomasso Trattoria, Inc.
- Letter of request from John D. Mauro, Jr., Fire Chief
- Letter of recommendation from Karen Galligan, DPW Supt. and photocopy of bid.

At 8:15 p.m., there was a motion, which passed unanimously, to directly enter Executive Session to discuss contract negotiations. An open meeting will have a detrimental effect. Roll Call Vote: Boland, aye; Rooney, aye. The Board will not re-convene open session.

Meeting adjourned at 8:05 p.m.

Submitted by Vanessa D. Hale, Assistant Town Administrator

BOARD OF SELECTMEN
MEETING MINUTES
MAY 10, 2011

PRESENT: Bill Boland, Daniel Kolenda, John Rooney, Jean Kitchen, Town Administrator.

Mr. Boland welcomes newly elected Selectman Dan Kolenda. He also reviewed the election results.

Board re-organization: There was a motion to appoint Mr. Boland as Chairman; the motion passed unanimously. A motion was made to elect Mr. Rooney as Vice-Chairman. The motion passed unanimously.

Fire Chief recruitment: The Board was asked to consider the timeline for hiring a new chief, the desired job qualifications, whether a consultant and assessment center would be part of the process, and whether a citizen search committee should be appointed. Mr. Rooney is not in favor of a citizen search committee, though he is in favor of an assessment center, and the involvement of department heads during the process. Mr. Kolenda also favors an assessment center, using the expertise of the assessors in the analysis of finalists. Mr. Boland would like some involvement from the citizens if they had knowledge of the field. The Board directed staff to issue an RFP for a fire chief assessment center.

Notice of Intent-61A land: The Board has been notified that land under Chapter 61A on Deerfoot Road has an intent to sell such property. When land leaves 61A status, owners have to pay 5 year's worth of rollback taxes. An intent to sell has been provided by Lauredo Realty Trust. The Board has 120 days for first right of refusal to purchase the land. The Board can also assign that right to a land foundation or another agency who may have a vested interest. There was a question of when the 120 day timeline for response starts. The Board would like to institute a process to review properties that are coming out of Chapter 61A that involved all boards and committees, and other interested agencies. The second parcel is under five acres and may not be under Ch. 61A regulations. The Board will take this information under consideration and discuss it further at a future meeting.

Space plan: Mr. Rinehart, Facilities Manager, presented the Board with an office re-organization plan involving the Assistant Town Administrator, Conservation, Planning and Town Accountant's offices. He described that most work will be done in house, except for re-carpeting those offices. Money was encumbered last June and will only be available until June 30, 2011. The Board unanimously approved this plan.

Consent Agenda: All items approved unanimously. Thanked NECC for their donation.

1. Approved minutes from: April 7, 2011, April 26, 2011.
2. Accepted donation in the amount of \$215.00 to be allocated to the ambulance donation account.
3. Accepted payment in lieu of tax donation of \$40,334.00 from New England Center for Children, the second half of their annual payment; also accept donation of \$6,000.00, the second half of their ladder truck donation.
4. Acknowledged notice of retirement from Phyllis Auricchio, Assessor's Office Senior Clerk.

5. Removed Kenneth R. Strong, 117 Hampton Street, Auburn, MA 01501 from Southborough Emergency Planning & Management Committee as Primary – Emergency Medical Services (EMS).
6. Appointed Scott E. Navaroli, 90 Mannville Street, Leicester, MA 01524 to the Southborough Emergency Planning and Management Committee as Primary – Emergency Medical Services (EMS), term indefinitely.
7. Changed Mark R. Sadowski, 46 East Hill Road, Rutland, MA 01543 on Southborough Emergency Planning and Management Committee from First Alternate – Health & Medical to Primary – Health & Medical, term indefinitely.
8. Changed Kenneth R. Strong, 117 Hampton Street, Auburn, MA 01501 on Southborough Emergency Planning and Management Committee from Second Alternate – Health & Medical to First Alternate – Health & Medical, term indefinitely.

At 8:15 p.m., the Board entered executive session, by roll call vote, to discuss non-union labor negotiations. The Board will not return to open session.

Reports: The Board was reminded that they need to begin the annual re-appointment process.

WARRANTS

144	\$568,207.08	5/6/11	TOWN PAYABLES
TOTAL	\$568,207.08		
145	\$447,635.10	5/13/11	TOWN PAYABLES
146	\$52,918.06	5/13/11	SCHOOL PAYABLES
147P	\$505,381.68	5/11/11	SCHOOL PAYROLL
148P	\$292,619.01	5/11/11	TOWN PAYROLL
149	\$4,289.13	5/13/11	CHAPTER 90
TOTAL	\$1,302,842.98		

List of documents referred to at 5/10/2011 BOS meeting

Fire Chief selection process

- Current job description
- Sample advertisement for Fire Chief
- April 2000 Fire Chief assessment team orientation meeting agenda

Lauredo Realty Trust

- Letter from Scott Fenton, Esquire, Bowditch & Dewey, to Paul Cibelli, Principal Assessor, dated April 28, 2011
- Letter from Paul Cibelli, Principal Assessor to Board of Selectmen, dated May 2, 2011

Consent Agenda

- April 7, 2011 minutes
- April 26, 2011 minutes
- Letter of request from John D. Mauro, Jr., Fire Chief
- Letter from Vincent Strully, New England Center for Children
- Letter from Phyllis Auricchio
- Letter from Neal Aspesi, Director of Operations, Southborough Emergency Management

Other Business

- Town House plans

Respectfully submitted by Vanessa Hale, Assistant Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
May 24, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 6:40 p.m.

Upcoming Fire Chief vacancy discussion. Fire Chief Mauro stated that the best candidate would be someone with a minimum of an Associate Degree, 10 years fire service experience, basic EMT training, experience with a full time call department, knows the fire laws and regulations and those pertaining to running an EMS system. The candidate should have participated in other organizations to gain knowledge and expertise. The biggest challenge for the new Chief will be the budget. Chief Mauro will review the job description.

National Grid hearing – new conduit on Burnett Road. Sandra Carver from National Grid explained that a new house is being built on Burnett Road and the utilities need to be extended down the street to service the new house. The owner of an existing house was concerned that previously installed drainage pipes would be damaged by the digging. National Grid agreed to work with the owner to ensure that there would be no problems. It was voted unanimously to approve the installation of conduit and underground secondary, as stated in a hearing notice dated May 10, 2011.

Verizon & Massachusetts Electric hearing – joint pole relocation on Main Street. Scott Burns, representing Verizon, explained that they would like to move an existing pole 15' to the east as the pole currently sits in the middle of a driveway. The pole serves two properties and they would like to move it to a location on the property line between the two properties. The Board voiced concern as to when the old pole will be removed. It was voted unanimously to approve the relocation of the pole, as stated in a hearing notice dated May 10, 2011.

Police Promotion discussion. Police Chief Moran asked for permission to hire two Sergeants plus a Lieutenant. It had been previously agreed to hiring one Sergeant and a Lieutenant. Chief Moran explained that an officer is currently being paid a stipend to act in place of a Sgt. This was supposed to be a short term assignment but has been going on for some time and is creating some discord within the department. Given the work load, the department would function much better with two Sergeants as the Lieutenant will be busy with management issues and will not have time to fill in for a patrolman all the time. Mr. Boland has an issue with the request since it was greed that they would only hire one Sergeant and a Lieutenant. It was voted 2 -1 (Mr. Boland – no) to approve the hiring of two Sergeants and a Lieutenant.

Lauredo Realty Trust notice of intent to sell and convert Ch.61A land off Deerfoot Rd and Clifford. Atty. Brian Beaton stated that Lauredo Realty Trust has a Purchase and Sales Agreement with Moss Development for a 13.11 acre parcel of land that is currently under Chapter 61A protection. Mr. Moss intends to build a ten lot enclave of English cottage homes, similar to 55+ but without formal restrictions. The majority of the homes are spoken for by Mr. Moss and his family and friends. There is an additional 7+ acres of land adjoining this parcel that has had lots previously removed from Ch.61A and Mr. Boland asked if the Lauredo Realty Trust would consider offering one of those lots to the Town

for affordable housing, in exchange for the Town passing on the option to purchase. The request will be presented to the owners.

Town Administrator report.

- Charles Gaffney would like to be appointed to a vacancy on SHOPC. It was voted unanimously to appoint Charles Gaffney to SHOPC, term to expire June 30, 2011.
- The May 31, 2011 scholarship ceremony has been cancelled due to a scheduling conflict.

CONSENT AGENDA

Voted unanimously to:

1. Approve the minutes of the April 12, 2011 and May 10, 2011 regular meetings and the May 10, 2011 Executive Session.
2. Accept the resignation of Joyce M. Greenleaf as Community Gardens Coordinator.
3. Appoint Dale Goodspeed, 27 ½ Willard St, North Grafton, MA 01536 as a Special Police Officer, term to expire June 30, 2012.
4. Accept the resignation of Mary E. Hynes from the Planning Board, Effective May 30, 2011.
5. Appoint William J. Boland, 35 East Main St, Southborough, MA 01772 to the MetroWest Regional Collaborative as Selectman Representative, term to expire June 30, 2012.
6. Appoint Kathleen B. Bartolini, 8 View Hill Rd, Southborough, MA 01772 to the MetroWest Regional Collaborative as Planning Board representative, term to expire June 30, 2012.
7. Appoint James J. Cavan, 10 Vickery Hill Ln, Southborough MA 01772 to the Southborough Emergency Planning and Management Committee as First Alternate – RACES representative, term indefinite.
8. Approve LEPC grant application to MEMA for \$1,885.52.
9. Accept a \$25.00 donation in memory of Michael Walker, to be allocated to the Ambulance Donation account.
10. Approve Finance Director's request for use of salary funds.

WARRANTS

150	\$133,654.93	5/20/11	TOWN PAYABLES
151	\$4,100.00	5/20/11	CHAPTER 90
152	\$11,221.55	5/20/11	CAFETERIA
TOTAL	\$148,976.48		

153	\$3,767,323.99	5/27/11	TOWN PAYABLES
154	\$162,283.50	5/27/11	SCHOOL PAYABLES
155P	\$517,796.61	5/25/11	SCHOOL PAYROLL
156P	\$260,082.10	5/25/11	TOWN PAYROLL
TOTAL	\$4,707,486.20		

List of documents referred to at 5/24/2011 BOS meeting.

Fire Chief vacancy.

- Job description
- RFP for Assessment Center

National Grid.

- Hearing notice
- Letter of request
- Letter from DPW

Verizon & Mass Electric.

- Hearing notice
- Letter of request
- Letter from DPW

Police promotion.

- List of candidates

Lauredo Realty Trust.

- Hearing notice
- Letter from Atty. Aldo Cipriano
- Purchase & Sale Agreement
- Copy of MGL Ch.61A S.14

Consent Agenda.

- April 12, 2011 minutes
- May 10, 2011 minutes
- Letter of resignation – Joyce Greenleaf
- Letter of recommendation from Chief Jane Moran
- Letter of resignation – Mary Hynes
- Letter from MetroWest Regional Collaborative
- Letter from Southborough Emergency Management Agency
- Letter from Massachusetts Emergency Management Agency re: grant
- Letter from Southborough Emergency Management Agency re: contract
- Notice of donation from Fire Dept.
- Letter of request from Finance Director

Meeting adjourned at 9:20 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
June 1, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Chairman Boland opened the meeting at 7:05 p.m.

The Board interviewed two candidates for a Lieutenant position in the Police Department. Police Chief Jane Moran introduced the candidates to the Board.

Sean James.

Sgt. James is a 24 year police veteran who started his career in California. He has been with the Southborough Police Department for 10 years, starting as a patrol officer. He was promoted to detective and then to Sergeant. On questioning by the Board he:

- Feels that no one is above the law, including clergy. Will not be rushed into commenting on a case that is under investigation and will discipline any one who violates department policy.
- Would be both a democratic and autocratic leader, depending on the situation. Would mentor individuals to help them grow within the department and feels that it is important to show integrity.
- Sees the top three leadership qualities as integrity, communication and knowledge.
- Is prejudiced against people who do not show a good work ethic.
- Would like to meet General Patton, Ronald Reagan and former LAPD Police Chief Daryl Gates.
- Would like to implement a mentoring program for Sergeants.
- Would like to see a more pro-active approach to getting people to understand what the department does, be more involved with seniors and businesses and improve the website.

Sgt. James thanked the Board for the opportunity to apply for the position and said that he believes in a high level of productivity and his ability to mentor. He hopes that the Board will take into consideration his record in Southborough. He assured the residents of Southborough that he will provide excellent service, will be involved in the community and will be involved in mentoring subordinates.

Ryan Newell.

Sgt. Newell has a Bachelor's degree in Criminal Justice and Psychology from Stonehill College and a Master's Degree from Westfield State University. He started his career as a special officer on Nantucket Island. He has been a Sergeant for 6 ½ years. On questioning by the Board he:

- Will not be rushed into commenting on a case that is under investigation, and will discipline any one who violates department policy.

- Would be a democratic leader. Feels it is important to keep lines of communication open and would lead by example.
- Sees the top three leadership qualities as communication, knowledge and respect.
- Is prejudiced against lazy people who make no contribution to society or family.
- Would like to meet Abraham Lincoln, John F. Kennedy and Martin Luther King Jr.
- His top priorities would be working within the budget, getting more information out to the public and updating the website.

Sgt. Newell feels that he is one of the pillars of the department and assured the residents of Southborough that they have a great department, and that they are lucky to have the caliber of officers that are on the department.

The Board interviewed four candidates for two Sergeant openings on the Department. Police Chief Jane Moran introduced the candidates to the Board.

Heath Widdis.

Officer Widdis has been a police officer for 20 years, starting on Martha's Vineyard. He has held many specialty positions and is currently the Officer-in-Charge on the over night shift. On questioning by the Board he:

- Can't believe that he left the Academy thinking that he knew everything.
- Has a democratic way of doing things, and looks for other people's ideas.
- He is prejudiced against people that have prejudices.
- Would like to meet his maternal grandfather, his great uncle Amos Smalley and Elvis.
- Sees the Sergeant's role as being a buffer between the Chief and Lieutenant and the patrol officers, and developing the people who work under you.
- No one is above the law and all should be treated the same.
- Will do what he has always done – serve and protect, and would like to see more interaction with the children of the community.
- Feels that he is the most qualified because of his experience and training.

To the residents of Southborough – he would like to meet those that he has not already met, and will give them the best department he can.

James DeLuca.

Officer DeLuca started his law enforcement career in Phoenix, AZ in 1997. He joined the Southborough police department in 2003 and has held several specialty positions. Officer DeLuca has received several commendations throughout his career. On questioning by the Board he:

- Has gained a sense of responsibility to lead new officers that come after him, and to show them what it takes to serve the public.
- To be a good manager you need knowledge of the job, good communication skills and to be a good motivator.
- He tries not to be prejudiced against any one.
- He would like to meet General Patton, Vince Lombardi and Jonas Salk.

- Sees the Sergeant's role as a leader for his subordinates, a good transmitter of information and working closely with the Lieutenant and Chief.
- No one is above the law or deserves special treatment.
- Feels that he has a great relationship with residents.
- Would like to see a more pro-active initiative against bullying.
- Feels he is the best candidate due to his knowledge, communication skills and being well balanced.

Officer DeLuca thanked everyone for treating him with warmth and kindness and is proud of what he does.

Sean McCarthy.

Officer McCarthy started his career in Southborough in 2004 as a dispatcher and has held several specialty positions since then. He holds a Bachelor's degree and is working on his Master's degree. On questioning by the Board he:

- Feels that he has grown by picking up new specialties and by getting entrenched in the community.
- He feels that it is important to be a democratic leader, to listen to others, to boost moral and motivation and earn the trust of the department.
- Holds a lot of people to a higher standard.
- Would like to meet Jesse James (bank robber) and John Wayne.
- He would open the lines of communication from top to bottom, be out on the street with the patrol officers and take charge of his shift so that the Chief and Lieutenant can do what they need to do.
- Would treat everybody the same.
- Knows a lot of people in town and would like to meet more, and would be vigilant and accessible.
- Feels that all the candidates have great assets but thinks he is the best candidate because of his communication skills and positive attitude.

Officer McCarthy thanked the Board and community and said that he would be accessible for any one who wants him. The community is extremely important and wants to make the community better for everyone.

Keith Nichols.

Officer Nichols has been an officer for nine years and served in Natick and Barre before starting in Southborough as a reserve officer. He holds a Bachelor's degree and has participated in many training sessions. He feels that motivation and communication are a couple of his best qualities. On questioning by the Board he:

- Learned by trial and error, asking questions and keeping an open mind.
- Feels that motivation and communication are important leadership skills.
- Would like to meet Penn State football coach, Joe Paterno; LAPD Police Chief William Bratton and Leslie Neilson.

- Would lead by example, bring the best out of the officers and work closely with the Chief and Lieutenant.
- Would do things by the book, and no one is above the law.
- Feels that he has been welcomed by the community, tries to be as approachable as he can and would like to get other officers out on the street to develop a rapport with the community.
- Feels that he is the best candidate as he has a lot of hands on specialty experience and a desire to always move forward.

Officer Nichols encourages everyone to come up and speak to him as he is easy to find and is approachable. He stated that the Town has something special in each of the candidates.

Mr. Rooney stated that they had met two outstanding Lieutenant candidates and four outstanding Sergeant candidates, and that he was absolutely blown away by all of them. He thanked the Chief for presenting the candidates and said that it would not be an easy decision.

The Board will make their decision on Monday June 6, 2011.

OTHER BUSINESS

1. Russ Millholland has offered his services for the entire Fire Chief screening process.
2. It was voted unanimously to approve the new precinct changes.

WARRANTS

157	\$167,234.19	6/3/11	TOWN PAYABLES
TOTAL	\$167,234.19		

List of documents referred to at 6/1/2011 BOS meeting.

Other Business.

- Letter from Town Clerk

Meeting adjourned at 9:50 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
June 6, 2011
Cordaville Hall, 9 Cordaville Road

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Also Present: Police Chief Jane Moran and candidate for Police Lieutenant, Sean James; candidates for Police Sergeant: Heath Widdiss, James DeLuca, Keith Nichols and Sean McCarthy

Mr. Boland opened the meeting at 7:03 p.m.

Chief Moran thanked all the boards and committees that helped with this process, in particular the Personnel Board. Sgt. Newell [candidate for Lieutenant] could not be available this evening due to previous vacation plans. Chief Moran recognized all those who applied.

Mr. Boland noted that any promotion is subject to a six month probationary period according to the department policies and procedures.

The Board began discussions with the Lt. candidates.

Mr. Kolenda noted the attributes of each Lt. candidate. Mr. Rooney noted the qualities he felt were applicable for a Lt. and commented on the qualities of each candidate.

Mr. Boland made a motion for Sgt. James to be the Town's first Lt. This was seconded and voted unanimously, effective immediately. Salary will be determined by the Personnel Board.

Mr. Boland thanked all the Sgt. candidates. Mr. Kolenda noted the attributes of each of the four Sgt. candidates. Mr. Rooney commented on the qualities of each candidate reading excerpts from some of their personnel files. Mr. Boland noted that the Board will support all candidates to make them better officers. Mr. Boland explained that the first appointment will have seniority over the other officers. Motion by Selectman Boland to appoint Officer DeLuca, seconded by Selectman Kolenda. Mr. Rooney's first vote would be for Officer Widdiss, because of length of service and other unique qualities. Mr. Kolenda's first vote would be for Officer DeLuca.

Chief Moran noted that the first appointment would come into play with the contract i.e. shift bid and details. Mr. Rooney would not change his position for the first appointment. Resident Tom McAuliffe commented he believes Officer Widdiss has seniority.

Mr. Boland made a motion to appoint Officer DeLuca as first appointment, Mr. Kolenda agreed. Mr. Rooney voter in favor of Officer Widdiss. Motion by Mr. Boland for Officer Widdiss as second appointment for Sgt. voted unanimously.

Mr. Boland moved that Sgt. Widdiss and Sgt. DeLuca start at PS- 8 step 4. The Chief explained her rationale for starting Sgt. Widdiss at step 5. Mr. Rooney would like to have both sergeants start at the same step.

Chief Moran stated that the budget has enough funds for a step 4 and step 5. Mr. McAuliffe spoke in favor of paying both sergeants at step 5.

Mr. Rooney felt there should be some recognition and made a motion that Sgt. Widdiss receive a step 5 and Sgt. DeLuca step 4. Mr. Rooney changed his position so that both sergeants salary be set at step 5 of the PS-8 schedule in the police union contract, to be paid out of the budget approved at 2012 town meeting.

The meeting adjourned at 8:06 p.m.

Respectfully submitted by Jean Kitchen, Town Administrator

BOARD OF SELECTMEN
MEETING MINUTES
June 7, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 8:45 p.m.

Annual Appointments. All candidates for the ZBA were requested to come before the Board next week for interviews. Several residents and business owners, including Bill Pezzoni of the MetroWest Chamber of Commerce; Bill Heavey of Woodland Meadows; and Stuart Rose, the owner of the Brickyard Square strip Mall, spoke against Sam Stivers, ZBA Chairman, being reappointed to the ZBA. All complained of the treatment they received before the ZBA and the behavior of Board members. A letter from The New England Center for Children was read into the record stating that at three different meetings, that the NECC was not a part of, statements were made erroneously that the NECC did not pay taxes while, in fact, they are the biggest PILOT contributor in Town. Complainants feel that the ZBA is anti-development and that something needs to change. Mr. Rooney was greatly troubled by what he heard and stated that he would like to interview ZBA members and read the minutes of meetings. Mr. Stivers stated that things were not quite as presented and that he would like to respond in detail with the other members present. All members of the ZBA are to come before the BOS at the next meeting. It was voted unanimously to appoint all the appointees who have returned their notice of intent, those colored in blue and those with no color, as shown on the spreadsheet entitled "2011 Appointments" and dated 6/1/2011, for terms to expire as listed. It was voted to appoint Mr. Kolenda to the Affordable Housing Committee.

Lauredo Realty Trust: Notice of Intent to sell and convert Ch. 61A land off Deerfoot Road and Clifford - continued from May 24, 2011. Atty. Brian Beaton said that he had passed along the Board's suggestion that one of the parcels be donated to the Town for affordable housing but, regrettably, fiduciary and trust issues prevent the owners from doing so. Mrs. Kitchen informed the Board that she had not received any notice of interest from organizations. It was voted unanimously to not act on the Town's right of first refusal on the property off Deerfoot Road and Clifford (Assessors Map 34 Lot 29, as shown on the maps provided), and owned by the Lauredo Realty Trust.

Contract alternative – SCADA control box relocation (Ledge Hill). Karen Galligan, DPW Superintendant explained that abutters to the current site complained that the control cabinet interfered with their line-of-sight as they exited Ledge Hill Rd. One abutter complained that the cabinet was visible from their house. It was determined that there are no safety issues and the request appears to be for esthetic reasons. Since the cabinet is on Town property and poses no safety issue, the Board was reluctant to spend money on moving the cabinet purely for esthetic reasons. It was voted unanimously to deny the request. Also, the Board voted unanimously to approve the \$6,000 option to the SCADA contract as previously awarded.

Approve 2012 Transfer Station Rules and Regulations. Mr. Rooney stated that the Transfer Station runs on a \$250,000 deficit yearly and that the \$140 fee for stickers doesn't cover the costs, and that the stickers would have to be \$258 just to break even. He suggested that the Town look into privatizing the whole trash collection business and explore a lease agreement for the facility with a trash company. Ms Galligan agreed and said that she was trying to arrange a meting with the Public Works Planning Board

to see how to proceed, and that she needs to discuss contracts with Wheelabrator with Town Counsel. Mr. Boland agreed that they need to look into viable cost saving methods and gave Ms. Galligan until October 1, 2011 to come up with some proposals. It was decided that the discussion would be continued at the next meeting.

Reports.

Town Administrator.

- Mrs. Kitchen informed the Board that an Eagle Scout would like to do trail maintenance on part of the Town property at Watkins Woods. The Board felt that it should be up to either Conservation or Recreation to decide.
- Discussed next week's agenda items.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the regular meeting minutes of May 24, 2011.
2. Approve the sale of alcoholic beverages at 11:00 a.m. on Sundays for Corks, Inc., d/b/a Owen O'Leary's Restaurant, 50 Turnpike Road.
3. Appoint Daniel L. Kolenda, 7 Blendon Woods Drive, Southborough, MA 01772 to the Southborough Emergency Planning and Management Committee as Second Alternate – Executive Control (Board of Selectmen), term indefinite.
4. Change William J. Boland, 35 East Main Street, Southborough, MA 01772 on the Southborough Emergency Planning and Management Committee from First Alternate – Executive Control (Board of Selectmen) to Primary – Executive Control (Board of Selectmen), term indefinite.
5. Change John F. Rooney, III, 35 Edgewood Drive, Southborough, MA 01772 on the Southborough Emergency Planning and Management Committee from Second Alternate – Executive Control (Board of Selectmen) to First Alternate – Executive Control (Board of Selectmen), term indefinite.
6. Accept a donation of \$220.00 on behalf of Youth and Family Services.
7. Accept a donation in the amount of \$100.00 from Southborough Gardeners to be allocated to Southborough Library to purchase flower and gardening books.
8. Accept a donation in the amount of \$250.00 from the New England Center for Children to be allocated to CERT/MRC.
9. Accept a donation in the amount of \$250.00 from the New England Center for Children to be allocated to LEPC.

OTHER BUSINESS

1. It was agreed to meet on July 5, 2011.
2. It was agreed that the Fire Chief Screening Committee consist of five members. It was suggested that Russ Millholland and Vanessa Hale sit on the committee and that a retired Framingham Fire Chief be asked to serve.

WARRANTS

158	\$398,470.15	6/10/11	TOWN PAYABLES
159P	\$540,319.72	6/8/11	SCHOOL PAYROLL
160P	\$263,624.95	6/8/11	TOWN PAYROLL
TOTAL	\$1,202,414.82		

List of documents referred to at 6/7/2011 BOS meeting.

Annual Appointments

- List of vacancies
- Letter from New England Center for Children
- 2011 appointment list dated 6/1/11

Lauredo Realty Trust

- Hearing notice
- Letter from Town Counsel
- Letter from Bowditch & Dewey with Purchase & Sales Agreement
- Copy of MGL Ch. 61A S. 14

SCADA

- Letter from Public Works Superintendent
- Email from Public Works Superintendent with photos of site

Transfer Station

- Email from Department of Public Works Superintendent with revised copy of rules and regulations
- Transfer Station sticker spreadsheet
- Transfer Station Expenses spreadsheet
- Other Town's fee comparison spreadsheet

Consent Agenda

- May 24, 2011 minutes
- Request from Owen O'Leary's
- Letter from Emergency Management Agency
- Letter from Youth & Family Services
- Letter from Library Director
- Letter from Fire Chief re: CERT donation
- Letter from New England Center for Children
- Letter from Fire Chief re: LEPC donation

Meeting adjourned at 11:20 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
June 14, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

The Chairman opened the meeting at 5:00 p.m.

Transfer Station Rules and Regulations. Karen Galligan, DPW Superintendant, said that the Public Works Planning Board were exploring six options and will have the pros and cons of each by October 1, 2011. Mr. Rooney suggested reducing the sticker fee to \$100 with the 2nd sticker and seniors free, but go to pay-as-you-throw at \$1.00/bag. This would bring it to almost break even, increase recycling and reduce tonnage. Mr. Boland felt that Mr. Rooney's suggestion was worth looking into but that it was not do-able by July 1, 2011. He also feels that it may require hiring another person to monitor who was throwing what. Mr. Boland is in favor keeping fees as they are for now. Mr. Kolenda agreed with Mr. Boland in that Mr. Rooney's suggestion was worth looking into, however, he is not for pay-as-you-throw. Mr. Kolenda favors level funding for the coming year. Mr. Rooney stated that they would have to do something as they proceed through this coming fiscal year or they will have issues the next fiscal year. It was voted 2-1 (Mr. Rooney – no) to proceed with the same procedure for the coming fiscal year, and not do pay-as-you-throw. It was voted 2-1 (Mr. Boland – no) to raise the transfer sticker fee to \$175.

Interview ZBA candidates. The only candidates available to be interviewed this evening are Sam Stivers, who is up for reappointment, and Tara Bayko. Ms. Bayko is a 13 year resident of Southborough and has previously served on the Cable Television Committee, CPC, Affordable Housing Trust Committee and currently serves on SHOPC. She would like to bring more businesses in to offset the residential tax rate while keeping the small town character of Southborough. She sees herself as a person who looks at both sides of an issue, and that she is fair and thorough. Mr. Boland told Mr. Stivers that he was unaware that Mr. Heavey's project, Woodland Meadows, was still in the approval process and apologized for allowing Mr. Heavey to speak at last week's meeting. Mr. Stivers would like to speak to his reappointment at the ZBA portion of the meeting.

Create Fire Chief Screening Committee of 5 members and appoint the following:

- Russ Millholland
- Chief Gary Daugherty
- Vanessa Hale

Mr. Millholland is still reviewing applications for the committee and is only bringing forward the three candidates listed, at this time. It was voted unanimously to create a Fire Chief Screening Committee consisting of 5 members, and to appoint Russ Millholland, Chief Gary Daugherty and Vanessa Hale, with a term to expire June 30, 2012.

Discussion with ZBA members regarding complaints. Sam Stivers, Matt Hurley, Ed Estella, Regina McAuliffe, Leo Bartolini and Chris Robbins were in attendance. Mr. Rooney explained that there is a perception that the ZBA treated appellants unfairly, that the process was long and arduous, and that the Board discussed things that were not in their purview. He feels that the statements made against the New England Center for Children were inappropriate on so many levels, and is very troubling if they were made three times, as stated last week. Mr. Boland said that he knows they have difficult job, and that there are always going to be issues by those that feel aggrieved. He has some concerns with the

Board losing focus of what is being discussed, and discussing things not in their realm. He would like to see the Board stay focused on the matter before them. Mr. Stivers responded to the complaints aired last week by stating that the Board works within State statute and Town code and try to reach an informed decision that will not lead to expensive appeals. He does not think that they are hard to work with or anti-business. He also refuted the allegation that he had said that he did not like to give variances. He explained the process taken with each of the five complainants, and stated that all were eventually approved. Mr. Boland feels that there is a problem if approvals were given but the appellants are complaining about the process. Mr. Stivers went on to say that he takes his job very seriously, that he is not pro or con anything and that his record shows that he is fair and impartial. Mr. Hurley, Mr. Estella and Ms McAuliffe all spoke in favor of Mr. Stivers saying that he was hard working, well prepared and very professional and courteous. Mr. Bartolini said that he was at all three meetings where inappropriate comments were made about the New England Center for Children and he agreed with what the complainants stated last week. Mr. Robbins agreed that discussions can get off course. He feels that the Board is hard working and thorough but need to be aware of how people perceive them and take complaints seriously. He feels that everyone deserves an apology and that perceptions need to change. Mr. Boland said that there would be another meeting before making a decision on ZBA members. He thanked the Board for their work.

Continued discussion of Annual Committee Appointments. It was voted unanimously to appoint committee members as listed in the spreadsheet entitled "2011 appointments" dated 6/14/2011, with the exception of ZBA and CPC.

First Right of Refusal – Map 34 Lot 51 on Deerfoot Road. Mr. Kolenda had to leave at 6:45 p.m. so was not present for this discussion. Atty. Brian Beaton informed the Board that the property had been removed from Ch.61A over a year ago. Since more than a year had elapsed the Town has right of first refusal. It was voted 2-0 (Mr. Kolenda not present) to not exercise the option to purchase under the right of first refusal.

Reports.

Town Administrator.

- Voluntary water ban. It was voted unanimously to approve a voluntary water ban as in previous years – odd/even as in Ch. 162 of the code of Southborough.
- Previously assisted Ashland with their water issues but now the MWRA would like to get Ashland's water though Southborough's water system. This is in the preliminary discussion stage.

Chairman.

- CSX Transflow Station in Westborough. It is not appropriate for earth removal trucks to come through Southborough as there is an alternative route available. He suggested sending a letter to CSX to inform them.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the June 6, 2011 meeting.
2. Dissolve the Municipal Facilities Committee, Energy Management Committee and the MBTA Triangle Committee effective July 1, 2011.
3. Approve the transfer of \$5,782.00 from the Planning Board salary account to Planning Board expenses.

OTHER BUSINESS

1. The department heads will be having a training session on June 29, 2011, and will be discussing how to make the budget process work smoother. The Selectmen are welcome to give their input.

WARRANTS

161	\$113,910.33	6/17/11	TOWN PAYABLES
162	\$15,645.03	6/17/11	CAFETERIA
163	\$190,625.97	6/17/11	SCHOOL PAYABLES
164	\$7,000.00	6/17/11	TOWN PAYABLES
TOTAL	\$327,181.33		

List of documents referred to at 6/14/2011 BOS meeting.

Transfer Station

- Letter from DPW Superintendant

Interviews

- Volunteer forms from Tara Bayko, John Doherty and David Eagle

Fire Chief Screening committee

- List of questions for the BOS

ZBA discussion

- Email from Sam Stivers

Annual appointments

- List of appointments, dated 6/14/2011

Right of first refusal

- Letter from Atty, Scott Fenton

Consent Agenda

- June 6, 2011 minutes
- Request for transfer of funds

Other Business

- List of discussions points

Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
June 20, 2011
MCAULIFFE HEARING ROOM

PRESENT: Bill Boland, Daniel Kolenda, John Rooney, Jean Kitchen, Town Administrator.

ZBA appointments

George Piandes: an alternate since 2009. A real estate attorney since 1998 with an independent voice who wishes to be re-appointed. He is available to attend all meetings and participate fully.

David Eagle: Owner of Eagle Leasing, a local business, who has lived here for 20+ years. Feels he could give an expertise representing local businesses and residents. He is open minded and wants to make this town a better place. Businesses want to come to Southborough because of its excellent geographic location. He wants to encourage businesses to investigate Southborough and make it more business-friendly. He would like to be a full time 5 year member.

Thomas Bhistkul: [pronounced “bis-kool”] He is an active member of St. Anne’s and is a commercial real estate attorney in Boston who represents investors, owners and developers. He has met with other zoning boards in his professional life and has dealt with land use litigation and has a sound working knowledge of zoning and land use laws. His expertise would be to offer analytical skills to the board and this opportunity has arisen at the right time.

The board also received brief comments from Sam Stivers, the outgoing chairman of the ZBA, who also seeks re-appointment to a 5 year term. Mr. Rooney said the fact that the record of the meeting(s) do not reflect the topic of property taxes relative to NECC, that is not conclusive. The notes of the recording secretary are not retained after decision letters are issued. Mr. Stivers apologized to NECC for any misinterpretation. He added that Mrs. Phaneuf brought up certain meeting topics. He referenced certain meetings and provided examples of timely and efficient hearings. In reference to behavior of members, he noted he appreciated the Board of Selectmen working to assist the ZBA in resolving certain personality conflicts amongst ZBA members. Mr. Hurley is the incoming chairman and will be responsible for handling managerial affairs of the committee. Mr. Stivers feels he has performed a fair and balanced job for the ZBA. He seeks a 5 year re-appointment to this important position. Mr. Stivers said in the future he would not choose to be chairman.

Mr. Challen, 29 Oak Hill Road, is in favor of Mr. Stivers’ re-appointment. He made several points. As a citizen, he depends on them to examine issues before them which relate to bypassing town zoning laws. Having a record of not having decisions overturned is positive for the town. He feels the process in the last several weeks has been disheartening, and ZBA members were not able to deal with complaints and discipline if warranted. His last comment was on volunteerism and the characteristics you want in volunteers. He spoke of Mr. Stivers’ commitment and dedication to the board. Ms. Vargas spoke about people wanting to make the town a better place. She noted this does not happen at the ZBA level. She noted that none of the applicants participated tonight in the Zoning Advisory Committee over the past two years. Several other residents spoke in favor of Mr. Stivers re-appointment. An abutter to the Gulbankian property felt stifled when he attended hearings. He felt the Board had conflict within it and that the Selectmen should consider that when voting. Mr. Robbins said that conditions have been put on business owners having been lectured to by ZBA members asking questions outside of their prevue.

This is about respect and treating people decently. They work hard but there is a lack of customer service. He asked the board to focus on the process.

Mr. Kolenda gave deference to Mr. Stivers who wants to do this again, it is a hard job. He also felt Bayko, Piandes and Eagle are all very qualified. Mr. Rooney wants some time to reflect on candidates he has just met tonight. The Board discussed tabling this discussion to the July 5 meeting.

Mr. Rooney made a motion to re-appoint Sam Stivers to the ZBA. He stated that there is a perception that doing business with the ZBA is difficult. Yet they should never be yelling at applicants/employees or making broad sweeping pronouncements. He wants to correct perceived problems and feels Mr. Stivers is the poster boy of the ZBA; he also believes in term limits. He would like to re-appoint Mr. Stivers as an alternate. He also asked Mr. Hurley, Chair of the ZBA, to begin televising their meetings. Mr. Boland is not in favor of re-appointing Mr. Stivers for a 5 year term. No one voted in favor of voting for a 5 year term. Motion to appoint Stivers to an alternate position of one year. Stivers would be interested in the alternate position. Seconded. Motion failed. Mr. Kolenda made a motion to appoint Mr. Bhistkhul as a permanent member; Rooney seconded. The vote to appoint Mr. Bhistkhul was unanimous for a 5 year term, ending 6/30/16. It was noted Mr. Eagle may have too many conflicts. There was a motion to appoint Ms. Bayko as an alternate until 6/30/12. This vote was unanimous. Motion to appoint David Eagle as an alternate was passed unanimously since Mr. Stivers is no longer in the running.

Fire Chief recruitment: The Board voted to appoint John W. Boland of 12 Richards Road to the Fire Chief Screening Committee. Mr. Boland was the call deputy chief of Southborough Fire Department and a longtime Superintendent of the Southborough DPW.

Expenditure: The Board voted to approve the expenditure of \$4,850.00 from Article 11 of the April 2011 ATM to repair the HVAC handler in the Town House.

List of documents referred to at 6/20/2011 BOS meeting
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Appointments:

- Committee volunteer forms from David Eagle & Thomas Bhistkul

The Board adjourned at 9:00 p.m.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator.

BOARD OF SELECTMEN
MEETING MINUTES
June 27, 2011
MCAULIFFE HEARING ROOM

Present: William Boland, Chair and John Rooney, Vice Chair, Selectman Kolenda absent

Board opened a joint meeting at 6:30 p.m. with members of the Planning Board to fill the vacancy of Planning Board member Mary Hynes until the next town election in 2012.

The following candidates were interviewed:

- Andrew S. Mills
- James J. Cavan

Mr. Boland stated that he knew both candidates although he has known Mr. Mills longer, stating that they both had knowledge of land use. He also stated that Mr. Mills had run for election to the Planning Board against Mr. Cimino but they do not have the option of asking Mr. Mills if he would run for election next year to complete Ms. Hynes' term.

Mr. Morris stated that there were two resumes before the Boards for consideration for the Planning Board position vacated by Mary Hynes on May 30, 2011 when she resigned. Both candidates were notified of this meeting but neither candidate was able to attend. It was also determined that it was not essential that either candidate attend given their resumes. Mr. Cunningham stated that he was disappointed that neither candidate was present although he knows both of the men. Although he understood the short notice it would have been nice to be able to discuss things face to face. Mr. Cunningham then stated that he was ready to move forward and make a decision. Mr. Cimino agreed, stating that he knew one of the candidates as well but was also prepared to move forward. Ms. Bartolini stated that she did not know either candidate but did have a conversation with one and would have to rely on the other Planning Board members. She also stated that the candidates' resumes are not what she is use to seeing as a planner.

Mr. Morris stated that he agreed with everything that has been said and that the Planning Board was lucky to have two outstanding candidates, adding that he hoped the person who is chosen will serve with vigor while the other candidate continues to be interested in Town government.

Mr. Cunningham nominated Andrew Mills to fill the term vacated by Mary Hynes until May 2012 when he will need to run for election. Seconded by Mr. Cimino. The vote was as follows:

- Dana Cunningham yes
- Donald Morris yes
- Paul Cimino yes
- Kathleen Bartolini yes
- William Boland yes
- John Rooney yes

Fire Chief recruitment: The Board of Selectmen voted 2-0 to appoint Gregory Manousos to the Fire Chief Screening Committee.

The Board voted 2-0 to adjourn the joint meeting at 6:55 p.m.

Respectfully submitted by Bill Boland, Board of Selectman.

BOARD OF SELECTMEN
MEETING MINUTES
July 5, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Vanessa Hale, Assistant Town Administrator. Ms. Kitchen, Town Administrator, was on vacation.

Mr. Boland opened the meeting at 7:05 p.m.

Police interviews.

W. John Woodford III

Mr. Woodford, who prefers to be called Jake, is from Southborough and has an Associates degree in Criminal Justice from Champlain College. He was a dispatcher for Northborough PD and currently is a reserve officer for Southborough PD. On questioning by the BOS he stated that he:

- Wishes that he had returned to Champlain College to finish his Bachelors Degree after returning home during a family illness.
- Feels he has an advantage over the other candidates because he works here. He would like to retire from Southborough PD, and knows the dynamics of the town and the department.
- Is a big believer of community policing, of taking responsibility and is pro-active.
- Feels it is better to talk someone down and de-escalate a situation.
- Is dedicated and wants to be here.
- Would like to trade places with his maternal grandfather.
- Is hoping that the Board will not ask the prejudice question that was asked at the Sergeants interviews.
- Doesn't like when police fluff things off but likes when they help people out.
- Considers continuing his education to be important.
- Feels that his most important quality is dedication.

Michael T. Whelan

Mr. Whelan has been interested in police work since an early age as his father is a police officer. He graduated from the Lowell Police Academy and served internships in the Waltham, Groton and Hartford police departments. On questioning by the BOS he stated that he:

- Wishes that he had been more pro-active and learned more about law enforcement in high school and early college.
- Interacts well with others and feels that communication is important.
- Would do anything to help people that need it.
- Is helpful.
- Finishes what he starts.
- Would trade places with Jack Bauer on the TV show "24".
- Hopes not to get asked what he would do if he pulled over a prominent citizen for DUI. He would give the person a chance by calling a family member to drive him home, and would get him help. He would arrest him if there was a second offense.
- Was discouraged, as an intern, by a training officer who really didn't have time for him, but encouraged by an officer who took the time to teach him and include him in cases.
- Would like to learn SWAT team tactics & procedures.
- Feels that his high moral standard is his best quality.

Aaron Richardson

Mr. Richardson grew up in Boston and graduated from the MBTA Transit Police Academy. He has taken several specialty training courses, and has worked as a correctional officer for the Mass Department of Corrections, as a security officer and a reserve officer. He decided that he would like to work in Southborough after researching the Town and the Board of Selectmen. On questioning by the BOS he stated that he:

- Wishes he had done things differently and left corrections earlier instead of using sick time.
- Went through the MBTA Training Academy.
- Feels that he would be a great officer as this is his passion. He wouldn't have wasted everyone's time if he wasn't committed and dedicated, and would like to work with children and seniors.
- Is active.
- Is sincere and takes the job seriously.
- Would trade places with Michael Jordan.
- Has been waiting his entire life for this opportunity.
- Feels that correctional officers' attitudes are more negative, but finds nothing wrong with policing as it is his passion. He has done ride alongs with officers who treat people with respect.
- Would like to continue his training and finish his degree.
- Is a people person and able to communicate.
- Would follow the chain of command if told to do something that he didn't feel was right, and would never do anything to make the department or Town look bad.

James R. Gallagher

Mr. Gallagher currently works for the town of Norfolk as a dispatcher and reserve officer. He graduated from MPOC Plymouth Regional Police Academy and holds an Associates degree in Science Criminal Justice and has taken a number of specialty training courses. He feels that he could make an easy transition to Southborough as it is similar to Norfolk. On questioning by the BOS he stated that he:

- Wishes he had gone on for his Bachelors degree.
- Would try to get involved with the community.
- Wants the community to know that they can come to him, and trust him, for whatever reason.
- Is dedicated.
- Is a strong worker and will work hard for the town.
- Would trade places with any one of the presidents.
- Has no question that he hoped they would not ask.
- Dislikes when young officers get burned out and just sit and do nothing, but likes when older officers still enjoy and love what they do. He would avoid getting burned out by keeping busy and getting involved in as much as possible.
- Will take as many extra classes and training opportunities as he can.
- Is fair and has a strong urge to help people.

Thomas R. Rock

Mr. Rock graduated from MPTC Full Time Academy and holds a Bachelors degree in Criminal Justice. He currently works as a patrolman for the University of Massachusetts at Worcester Police and is a reserve officer for the Westborough PD. He grew up in Westborough but considers Southborough to be his home as he spent a lot of time here working for his father's landscape company, and knows the area and the people. On questioning by the BOS he stated that he:

- Would be better prepared as he prepared incorrectly for the Westborough Police panel.

- Is quick to learn, well rounded and thinks outside the box.
- Is even tempered, patient and treats others as he would like to be treated.
- Is fair.
- Is level headed, fair, even tempered and here for the people.
- Would trade places with Ben Franklin or General Patton.
- Can procrastinate and be stubborn as he wants to see things through correctly the first time.
- Witnessed an officer treating a person with mental disabilities badly, but saw another officer step in and deal with the individual with more understanding and defuse the situation.
- Will never stop learning.
- Is able to talk to people and, more importantly, is able to listen.
- Feels his weakness is procrastination, but he does it more with things like reports and not when making split second decisions.
- Is not good about telling people about himself.
- Feels that Southborough is a good fit for him.

Sgt. Heath Widdis addressed the Board and said that all the candidates had gone through an intense process and that the Board should go along with Chief Moran's recommendations.

The Board was impressed by all the candidates, and after discussion voted unanimously to:

- Appoint W. John Woodford III as first new officer effective July 6, 2011, subject to physical and psychiatric evaluations and successful completion of background checks.
- Appoint Aaron Richardson as second new officer effective July 6, 2011, subject to physical and psychiatric evaluations and successful completion of background checks.
- Appoint Thomas R. Rock as third new officer effective July 6, 2011, subject to physical and psychiatric evaluations and successful completion of background checks.

Chief Moran thanked the Board and stated that she would be offering those that were not chosen the opportunity to participate in the reserve program.

Reports.

- The next meeting is scheduled for August 9, 2011 and Mrs. Hale reminded the Board to come in to the Town House on Tuesdays to sign the warrant.
- Mr. Boland informed the Board that the Metrowest Regional Collaborative held their annual meeting where they presented the agenda for next year.
- Mr. Rooney asked that a link to Advisory Committee information be put on the website. Mrs. Hale will look into why it is not there.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the June 1, June 7 and June 14, 2011 meetings.
2. Approve the minutes of the June 7, 2011 Executive Session.
3. Appoint Janet M. Maney, 21 Skylar Drive, Southborough MA 01772 to the Southborough Scholarship Advisory Committee, term to expire June 30, 2014
4. Appoint Deborah McHorney, 20 Ledgehill Road, Southborough MA 01772 to the Southborough Scholarship Advisory Committee, term to expire June 30, 2014.
5. Award the contract for consulting services and assessment center to MMA Consulting Group in the amount of \$7,200.00 for the Fire Chief search.

6. Require that the new Fire Chief live in a community where the boundaries are entirely within 15 air miles of Southborough.
7. Appoint David Falconi as Maintenance Custodian at the Town House and Library, for 20 hours/week at \$17.37/hour effective 7/6/2011.

List of documents referred to at 7/5/2011 BOS meeting.

Interviews

- Public Safety Testing Products and Services Catalog
- Southborough Entrance Examination scores
- Oral Board questions
- Applicants resumes

Consent Agenda

- June 1, 2011 minutes
- June 7, 2011 minutes
- June 14, 2011 minutes
- Contract award memorandum
- Map and list of towns within 15 miles of Southborough

Meeting adjourned at 9:12 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
August 9, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 7:25 p.m.

Bob Moss, Madison Place 40B presentation. Bob Moss; Mike Sullivan, Connorstone Civil Engineer; Dick Kane, representing Park Central; and Atty. Peter Tamm attended. Mr. Moss explained the process involved in a 40B proposal and the changes made to the plan. There will be 140 rental units, consisting of 84 one bedroom units and 56 two bedroom units, each having a study/office, and geared toward the technology type market. Twenty-five percent of the units will be affordable, and five percent will be handicapped accessible. There will be 43 garages included in the parking area. The units will be served by an onsite sewage treatment plant. Mr. Rooney is concerned about traffic and wetlands, and Fire Chief Mauro is concerned about there only being a single access/egress.

AT&T request to modify flag pole cell tower at Town House. Peter Fales of New Cingular Wireless (AT&T) presented the plan to install a larger diameter cell tower flagpole to accommodate 3 additional antennas. All three Board members did not like the look of the proposed tower. Mr. Boland stated that he did not think that it was in the Town's interest to erect the proposed tower in a historic district and read Dr. Stone's letter of opposition into the record. The proposal does not have the support of the Board as it stands as the Board would like to see something more attractive and a substantial increase in monthly payments.

Interim Fire Chief discussion, and request to use FY11 salary funds.

- Since Chief Mauro is interested in serving as interim Fire Chief he was asked if he would consider delaying his retirement until November 1, 2011, or earlier if a new Chief was hired. He will consider doing so, and will respond to the Board in writing.
- Chief Mauro requested use of FY11 salary funds to purchase replacement automatic defibrillators. It was voted unanimously to approve the Fire Chief's request as stated in his letter of June 30, 2011.

Police Chief Jane Moran.

Cruiser fleet request. Chief Moran explained her plan for fleet rotation and replacement. The Board gave their approval.

Use of Harvard monies on armory. Since officer's guns are currently stored throughout the building the Chief would like to have a caged armory constructed in the basement boiler room, and would like to include a washer/dryer unit. Phil Rinehart, Facilities Manager, explained the work to be done. A discussion on the merits of a washer/dryer unit ensued. Mr. Rooney and Mr. Boland are not in favor of using Harvard funds for the washer/dryer unit as they feel that the money could be put to better use.

- It was voted unanimously to approve the use of Harvard monies for an armory.
- It was voted 2-1 (Mr. Rooney – no) in favor of including a weapons cleaning area in the armory.
- It was voted 2-1 (Mr. Kolenda – yes) against using Harvard monies for a washer/dryer unit.

Update on Westborough Court. Chief Moran stated that it looks like the closing of Westborough District Court will go forward. Officers and residents will now have to go to Worcester and this will create problems as officers will spend most of their day at court, instead of a couple of hours, and residents may have difficulty getting transportation to Worcester. Chief Moran is looking into the possibility of changing court systems so that they would use either Framingham or Marlborough courts.

Permission to advertise for Communications Officers. Due to a dispatcher's military deployment, and other unforeseen circumstances the department is short of dispatchers. It was agreed to approve advertising for part-time officers, with the possibility of full-time if a position became available.

Use of FY11 salary funds. Mr. Boland reminded Chief Moran that she should have requested approval prior to using the funds. It was voted unanimously to approve Chief Moran's request to use FY11 salary funds as stated in the request.

DPW, Facilities and Chase Systems re: photovoltaic panels. Richard Chase, Chase Systems LLC, discussed installing solar panels on several Town buildings and a larger ground array at pumping station #1. The smaller systems would be installed by DCS Systems and funded through Federal Government grants and would result in no cost to the Town. The larger system would be built and funded through a Power Purchase Agreement with Chase Systems LLC. Mr. Kolenda would like to hear from someone other than the sales agent. Mr. Rinehart, Facilities Manager, would like to have Town Counsel look over the contracts and will have to contact DCR regarding using State land for the larger panel array. The hearing will continue after Town Counsel has had a chance to review the contracts and DCR has been contacted.

Reports.

Mrs. Kitchen.

- COA needs approval to accept grants. Approval given.
- Requested a Board member be available to meet with Southborough executives sometime in August/September.
- Discussion of health insurance co-pays will be coming up.
- Set goal setting meeting date, possible September 29, 2011.
- Weed harvesting in the reservoir.
- Meeting dates: September 8 and 20 and October 4 and 18, 2011.

Mr. Rooney.

- Linking of Advisory website to Town website. Mrs. Kitchen will talk to Advisory Chairman.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the July 5, 2011 meeting.
2. Accept a donation in the amount of \$25.00 to be allocated to the fire donation account.
3. Accept a donation of \$750.00 to be allocated to CERT.
4. Accept donations of \$3,225.00 to be allocated to the Youth and Family Services donation account.
6. Appoint Karen K. Challen, 29 Oak Hill Road, Fayville, MA 01745 as Americans with Disabilities Act (ADA) Coordinator, term to expire June 30, 2012.
7. Appoint Karen K. Challen, 29 Oak Hill Road, Fayville, MA 01745 as a member of the Americans with Disabilities Committee, term to expire June 30, 2012.

8. Appoint Roger W. Challen, 29 Oak Hill Road, Fayville, MA 01745 as a member of the Municipal Technology Committee, term to expire June 30, 2012.
9. Accept the resignation of Paul M. Cimino from the Community Preservation Committee as Planning Board representative.
10. Appoint Andrew S. Mills, 2 MacNeill Drive, Southborough, MA 01772 to the Community Preservation Committee as Planning Board Representative, term to expire June 30, 2012.
11. Place Lt. James Peltier on IOD effective July 26, 2011.
12. Accept the resignation of Ryan Caneen as a Reserve Police Officer.

5. Acceptance of the Letter of Resignation of John D. Mauro, Jr. as Fire Chief, Emergency Management Director and Fire Warden, effective September 18, 2011 was put on hold to a future meeting.

OTHER BUSINESS

1. It was voted unanimously to award the #2 heating oil contract to Jamie Oil Company of Ashland, MA, for the term of July 1, 2011 through June 30, 2012 with the price of \$3.2495 per gallon.
2. It was voted unanimously to authorize the DPW to join the State contract for road salt.

WARRANTS

[FY11]

176	\$103,602.40	6/30/11	TOWN PAYABLES
177	\$5,006.95	6/30/11	CAFETERIA
178	\$201,633.47	6/30/11	SCHOOL PAYABLES
179	\$88,218.30	6/30/11	SCHOOL PAYABLES
TOTAL	\$398,461.12		

180	\$26,763.42	6/30/11	TOWN PAYROLL [ONE DAY]
TOTAL	\$26,763.42		

[FY12]

4	\$177,077.24	7/15/11	TOWN PAYABLES
TOTAL	\$177,077.24		

5	\$286,912.31	7/22/11	TOWN PAYABLES
6P	\$344,740.79	7/20/11	SCHOOL SUMMER PAYROLL
7P	\$74,940.46	7/20/11	SCHOOL PAYROLL
8P	\$248,879.91	7/20/11	TOWN PAYROLL
TOTAL	\$955,473.47		

9	\$589,419.27	7/29/11	TOWN PAYABLES
10	\$32,922.59	7/29/11	SCHOOL PAYABLES
TOTAL	\$622,341.86		

11	\$293,887.97	8/5/11	TOWN PAYABLES
12	\$154,797.69	8/5/11	SCHOOL ENC PAYABLES
13P	\$329,026.74	8/3/11	SCHOOL SUMMER PAYROLL
14P	\$89,021.98	8/3/11	SCHOOL PAYROLL
15P	\$263,716.31	8/3/11	TOWN PAYROLL
TOTAL	\$1,130,450.69		

List of documents referred to at 8/9/2011 BOS meeting.

Madison Place

- Site plans
- Notice of Hearing
- Copy of site approval application

AT&T

- Site plans
- Letter of proposal
- Lease agreement
- Notice of hearing
- Letter from Dr. Stone

Fire Chief

- Interim Chief proposal
- Letter of request to transfer funds

Police Chief

- Letter re: cruiser plan
- Request to use Harvard monies
- Letter re: closing of Westborough District Court
- Email re: Communications Officers
- Email re: use of salary funds

DPW

- Proposal from Chase Systems LLC

Meeting adjourned at 11:15 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
CORDAVILLE HALL, 9 CORDAVILLE ROAD
SEPTEMBER 8, 2011

Present: Bill Boland, Chairman; John Rooney, Jean Kitchen, Town Administrator. Selectman Kolenda was absent.

Fire Chief search update: Russ Millholland, chairman of the Fire Chief Screening Committee updated the board and told them 58 applicants for Chief. Deadline has passed and the earliest we will have a replacement is late October. Will begin interviews shortly and then have an assessment center. Final interviews will be with the Board of Selectmen. The Board will seek an interim fire chief to help until a new chief is appointed. Mr. Millholland wanted to clarify that:

- there is no relocation money
- must reside in 15 mile radius within 12 months of the appointment
- must have a minimum of an associate's degree [as described in the posted advertisement]

Applicants who do not meet the minimum? Mr. Rooney noted the job description says recommended minimum qualifications. For purposes of this process, if you find there are candidates worthy of interview, we should not discount their training and experience. He feels we were not sufficiently clear since the advertisement said "a minimum of an Associate's Degree was required." Mr. Boland recalls the board wanted a minimum of an Associate's. Mr. Rooney is not sure minimum requirements are articulated clearly. The Board feels that the sub-title may have been misleading and is ambiguous.

Sign approval: The design of a new Library sign was approved.

Finance Report: The Financed Director told the Board there is approximately \$400,000 in the stabilization fund. The average tax increase is about \$260, based on a projection that the town budget increased 2% and schools 3%. The Board agreed they should schedule a joint Selectmen/Advisory/Capital meeting to review financial projections for FY13 before department submit their proposed budgets.

Consent Agenda: The following consent agenda items were approved:

1. Approve minutes from August 9, 2011.
2. Letter of resignation from John D. Mauro, Jr. resigning as Fire Chief, Emergency Management Director and Fire Warden, effective September 18, 2011.
3. Place FF Ken Strong on FMLA leave effective August 9, 2011.
4. Approve Collins Center for Public Management contract
5. Authorize Emergency Management grant applications for two training funding grants (\$4000).
6. Appoint Janice Conlin, 20 Pinecone Lane to Insurance Advisory Committee, retiree representative until June 30, 2012.
7. Accept resignation from Albena Phillipo from Green Technology and Recycling Committee, effective August 10, 2011.
8. Accept resignation from Deborah DeMuria, Green Technology and Recycling Committee, effective August 14, 2011.
9. Appoint LeRoy Jessen, Jr., 75 Box Pond Drive, Bellingham, MA 02019 to the Emergency Planning and Management Committee as Primary – IkaSystems Liaison, term indefinitely.
10. Accept donation in the amount of \$800.00 to be allocated to Recreation.

11. Approve merit increase for Susan Wood, Administrative Secretary.
12. Place FF Danny Martins on IOD leave effective August 18, 2011.

Heritage Day: The Board was informed that the public safety departments do not approve of the request to close Main Street on Heritage Day. The Board upheld this decision.

Settlement agreements: The Board authorized Ms. Galligan to sign settlement agreements relative to work and design issues by contractors on the MBTA Triangle. Move to authorize settlement and release agreements with Mountain View Landscaping and Radner Design. This was approved unanimously.

MPO Election – Sub region and At Large election will be held shortly.

Needham has asked for Southborough's support for the at large position; there is no contest for this seat.

Both Medway and Hopkinton have asked for Southborough's vote to the sub region seat. Susie Afleck Childs, Town of Medway Planner, spoke to the Board about their wish to be elected to the sub regional seat. John Westerling, the DPW Director in Hopkinton, along with Mary Pratt, a resident spoke on behalf of Hopkinton. They have been on the MPO for 13 years on matters of state and federal project funding. Pratt would be the alternate representative. Westerling would offer a fresh perspective as the new primary representative. After through questioning, the Board agreed that with a shared border in Hopkinton and mutual projects, the Board leans toward Hopkinton. The Board was at an impasse since one member was absent. This matter was tabled until the September 20, 2011 meeting. The deadline for the nomination process is September 23, 2011. The Board did vote to support Needham for the at large seat.

Town Administrator report:

- Forms on the website for damage from TS Irene. If the county reaches a certain threshold, the town may receive federal reimbursement.
- Staff will conduct a citizen survey this Fall through a Clark University graduate program [essential v. non-essential, options for refuse disposal, performance of elected officials, when should town meeting be held, electronic voting]. Mr. Rooney wishes to canvas the entire town v. a random sampling.
- Assabet School is bringing a \$62 million capital project to be approved by all member towns at the 2012 annual town meeting.
- New link from the town website to the Advisory Committee website

WARRANTS

16	\$2,380,610.70	8/19/11	TOWN PAYABLES
17	\$330,027.40	8/17/11	SCHOOL SUMMER PAYROLL
18	\$83,303.85	8/17/11	SCHOOL PAYROLL
19	\$269,524.60	8/17/11	TOWN PAYROLL
TOTAL	\$3,063,466.55		

20	\$281,418.03	8/26/11	TOWN PAYABLES
TOTAL	\$281,418.03		

21	\$579,613027	9/2/11	TOWN PAYABLES
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22	\$43,903.23	9/2/11	SCHOOL ENC PAYABLES
23P	\$77,303.03	8/31/11	SCHOOL PAYROLL
24P	\$276,627.88	8/31/11	TOWN PAYROLL
TOTAL	\$977,447.41		

25	\$43,781.96	9/9/11	TOWN PAYABLES
26	\$48,348.91	9/9/11	SCHOOL PAYABLES
27P	\$229,650.58	9/7/11	SCHOOL PAYROLL
TOTAL	\$321,781.45		

List of documents referred to at 9/8/2011 BOS meeting.

Library Sign

- Sign drawings and specifications

Financial Report

- Budget data

Consent Agenda

- August 9 minutes
- Letter of resignation – John D. Mauro, Jr.
- Professional services agreement
- Letter from Southborough Emergency Management - Neal Aspesi, Director of Operations
- Letter requesting appointment – Janice C. Conlin
- Letter of resignation – Albena Phillipo
- Letter of resignation – Deborah DeMuria
- Letter from Southborough Emergency Management Agency re appointment
- Notice of donation from Recreation
- Performance appraisal [not to be released]

Other Business

- Letters from Board of Selectmen, Fire Chief, DPW and Planning Board
- Letter of request from Recreation
- MPO statements of candidacy and election and nomination papers

Adjourned at 9:30 p.m.

Submitted by Vanessa D. Hale, Asst Town Administrator.

**BOARD OF SELECTMEN
MEETING MINUTES
September 15, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; and Jean Kitchen, Town Administrator.

The meeting was called to order at 4:00 p.m.

Appointment of interim Fire Chief Michael Dunne

Selectmen Boland gave an overview of the need for an interim Fire Chief for a couple of months, due to the retirement of Chief Mauro. Unfortunately Chief Mauro is not available to assist the Town during the interim, due to other obligations that were just learned about last week. Selectmen Boland expanded on Chief Dunne's background—former fire Chief of Sudbury for 20 years; currently administering a \$2.5 million dollar grant for CMRPC. Chief Dunne comes highly recommended by other Chiefs, the Fire Chief Search Committee, and Town Managers.

Selectmen Rooney asked if there were any concerns coming into the department from outside. Fire Chief Dunn noted that he met with members of the department today and explained that he was not a candidate. He noted that the works for CMRPC part time and has worked out a schedule with CMRPC to allow him to work for Southborough. He will be here 5 days a week, split between mornings and afternoons.

Motion by Selectmen Rooney to appoint Michael Dunne as Interim Chief until December, 2011, or earlier if a permanent Chief is onboard.

Meeting adjourned at 4:17 p.m.

Respectfully submitted,
Jean Kitchen, Town Administrator

**BOARD OF SELECTMEN
MEETING MINUTES
September 20, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Rooney was absent.

Mr. Boland opened the meeting at 7:00 p.m.

Thank Emergency Management Planning volunteers.

The Board thanked all those involved for the impressive response during Tropical Storm Irene. Neal Aspesi was credited with keeping everything coordinated and running smoothly, and for getting everyone prepared beforehand. Rep. Dykema congratulated the Town and stated that it was an impressive sight to see everyone working together.

Request for engineering funds – Phil Rinehart.

Phil Rinehart, Facilities Manager; Police Chief Moran and Neal Aspesi came before the Board to discuss the need for a new emergency generator for the Fire Station. During Hurricane Irene the existing generator did not have enough KW output to run the entire building, and they had to shut down the air conditioning. They were unable to open the windows as the fumes from the generator entered the building when the windows were open. They recommended purchasing a larger generator and moving it away from the building. Mr. Rinehart would also like to purchase new generators for the DPW, Senior Center and Town Hall as they are all essential facilities during an emergency. The current old generators could possibly be used for back up. Mr. Boland felt that it would be good to find out the cost of replacing the generators at all the buildings mentioned. It was voted unanimously to authorize Mr. Rinehart to initiate a RFQ for engineering to replace generators as outlined.

Comcast Cable contract approval.

Paul Ferguson of the Cable Committee stated that this is to service a small area in the Pine Hill Road area of town that already receives cable service from Comcast through Framingham. The purpose is to bring them under the regulatory framework. It was voted unanimously to accept the license agreement as submitted.

MPO sub region nomination – Medway/Richard Dunne; Hopkinton/John Westerling.

Neither candidate attended the meeting. It was noted that Hopkinton has historically represented Southborough, and has done it well. It was voted unanimously to nominate Hopkinton/John Westerling, and wished Medway the best of luck.

Reports.

Town Administrator.

- Discussion of the dates of the October/November Board meetings. Will have to consult with Mr. Rooney.
- St. Mark's requested the use of the Town House parking lot on Saturday, September 24, 2011. The request was approved with the provision that there be no tailgating.
- There is a new Interim Director of the Harvard Primate Center.

Chairman

- Mr. Boland introduced Interim Fire Chief Michael Dunne.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the hourly rate of \$190.00 for Collins, Loughran and Peloquin PC.
2. Accept, with regret, the resignation of Carla McAuliffe as Town Accountant, Grant Coordinator and member of Southborough Emergency Planning & Management Committee, effective as submitted.

WARRANTS

28	\$491,416.29	9/16/11	TOWN PAYABLES
29P	\$294,114.10	9/14/11	SCHOOL PAYROLL
30P	\$283,499.82	9/14/11	TOWN PAYROLL
TOTAL	\$1,069,030.21		

31	\$375,267.87	9/23/11	TOWN PAYABLES
32	\$290,255.85	9/23/11	CHAPTER 90
33	\$4,677.88	9/23/11	CAFETERIA
34	\$12,915.02	9/23/11	SCHOOL ENC. PAYABLES
35	\$94,867.68	9/23/11	SCHOOL PAYABLES
TOTAL	\$777,984.30		

List of documents referred to at 9/20/2011 BOS meeting.

Engineering funds

- Suggested Priority List
- Letter to Board from Facilities Manager dated 9/14/2011

Comcast

- Email from Peter Epstein dated 9/13/2011

MPO

- Email from Suzanne Kennedy dated 8/31/2011
- Letter from Richard Dunne dated 9/15/2011
- Letter from John Westerling dated 9/8/2011

Meeting adjourned at 8:15 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
October 13, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:05 p.m.

Budget Directive Meeting.

There was a lengthy discussion of the Fiscal 2013 budget process. Brian Ballantine, Finance Director, presented the Board with a level funded budget except for benefits, which are expected to rise approximately 6%. The Board agreed that a level dollar budget was the place to start. Dr. Gobron, Superintendent of Algonquin Regional High School could not say, at this time, what the numbers were going to be as enrollment has continued to shift toward Southborough. Advisory would like to see both a level dollar and no tax increase budgets. Mr. Rooney noted that a level dollar budget will result in reductions across the board and a zero tax increase would mean even more cuts. Advisory does not want to start with a tax increase built in. The Advisory Committee voted to recommend a 1% less than last year budget. Mr. Boland and Mr. Rooney are not comfortable going below a level dollar budget. Department Heads, Boards and Committees were directed to submit a 1% reduction budget.

Finance Director – Interim Town Accountant Services.

Brian Ballantine, Finance Director, explained that a new Town Accountant may not be in place until the end of November and that an interim accountant will be needed until then. It was voted unanimously to enter into an agreement with Municipal Alternatives for up to 8 hours a week at \$100.00 an hour.

Police Chief – request to hire a part-time dispatcher.

This item was held to a future meeting as Police Chief Moran was unable to attend the meeting.

DPW request to use Harvard Funds.

Karen Galligan, DPW Superintendent requested use of Harvard Funds to retrofit a 2002 F450 dump body truck. It was voted unanimously to approve the use of \$8,570.00 from the Harvard Funds to retrofit an existing 2002 F450 dump body truck with a new service body, an air compressor and a new plow blade.

Reports.

Town Administrator

- Scouting for Food will be dropping of bags at residences to collect food for the food pantry.
- Candidates for Town Accountant will be brought forward either at the next meeting or on November 1, 2011.
- Fire Chief interviews.
- Retiree health insurance.
- Donation from St. Mark's School for the purchase of a police cruiser.
- New Interim Director at Harvard Primate.
- DPW grant from MIAA for water equipment.
- Playground dedication on Sunday October 30, 2011 at South Union School.
- Westborough will deal with any CSX traffic violations.
- Triangle Park dedication on Thursday October 20, 2011.

Mr. Boland

- The Veterans Agent has requested a Selectman speak at the Veteran's Day ceremony.
- Troop care package drive this weekend.

Mr. Rooney

A Graduate student at Clark University is working with the Town on a survey, which will be going out to all households shortly.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the September 8, 2011 and September 15, 2011 meetings.
2. Approve Memorandum of Understandings (MOU) between the Town and Emergency Management and Eagle Leasing, Falconi Brothers, Juniper Farms Bolton Oil, Marlboro Hudson Ambulance and Wheelchair Service, AA Transportation Co., NRT Bus, National Construction Rentals.
3. Accept the resignation of Barbara Pfirrman from the Southborough Scholarship Advisory Committee, effective September 19, 2011.
4. Appoint Cynthia J. Barnes, 10 Banfill Lane, Southborough, MA to the Southborough Scholarship Advisory Committee, term to expire June 30, 2014.
5. Appoint Katelyn S. Willis, 10 Mitchell Street, Southborough, MA to the Cable Television Committee, term to expire June 30, 2012.
6. Appoint John J. Manzi, 20 Hillside Drive, Shrewsbury, MA 01545 as Constable, term to expire June 30, 2012.
7. Place FF Matthew Rice on IOD, effective September 13 – September 21, 2011.
8. Accept a donation of \$30,409.43 from St. Mark's School to purchase a new police cruiser.

OTHER BUSINESS

1. It was voted unanimously to call the Annual Town Meeting for April 9, 2012.
2. Live broadcast of the BOS meetings will be available shortly. Currently the video feed is from Verizon and the audio feed from Charter. The audio will have to be switched to Verizon and tuned before live broadcasts can begin.

WARRANTS

36	\$283,042.27	9/30/11	TOWN PAYABLES
37	\$134,782.43	9/30/11	SCHOOL PAYABLES
38P	\$521,641.27	9/28/11	SCHOOL PAYROLL
39P	\$300,412.75	9/28/11	TOWN PAYROLL
TOTAL	\$1,329,878.72		

40	\$486,707.02	10/7/11	TOWN PAYABLES
41	\$157,271.20	10/7/11	SCHOOL PAYABLES
TOTAL	\$643,978.22		

42	\$239,286.61	10/14/11	TOWN PAYABLES
43P	\$522,681.94	10/12/11	SCHOOL PAYROLL
44P	\$260,955.13	10/12/11	TOWN PAYROLL
TOTAL	\$1,022,923.68		

List of documents referred to at 8/9/2011 BOS meeting.

Budget Directive

- Memo from Finance Director
- Memo from John Butler

Finance Director

- Memo from Finance Director

Police Chief

- Letter from Chief Moran

DPW

- Memo from DPW Superintendant
- Email from Finance Director

Consent Agenda

- September 8, 2011 minutes
- September 15, 2011 minutes
- Letter from SEMA Director of Operations
- Letter of Resignation - Barbara Pfirrman
- Town Volunteer Form and resume – Cynthia J. Barnes
- Town Volunteer Form and resume – Katelyn Willis
- Application for Constable – John Manzi
- Letter from St. Mark's School

Other Business

- Email from Jean Kitchen and Michelle Jenkins

Meeting adjourned at 8:24 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
October 18, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:00 p.m.

Verizon petition for conduit- 5 Burnett Road.

Paul DeBole, Verizon Representative, asked permission to lay conduit along Burnett Road to provide service to # 5 Burnett Road. Mark Hovhannesian, 10 Burnett Road, asked if Verizon would make sure to leave the property looking good as there has been an issue with the way it was left after Nstar did work there. It was suggested that he talk to Nstar about restoring it. Mr. DeBole noted that Verizon is only required to leave the property the way they found it, but would do his best to help. It was voted unanimously to allow Verizon to locate conduit, handholes, manholes, wires, cables and fixtures, including the other such sustaining and protecting fixtures to be owned and used by the petitioner, along and across Burnett Road, as shown on Plan and documents.

Police Chief – request to hire a part-time dispatcher.

Chief Moran informed the Board that there were three candidates for the position and that the interview panel had voted unanimously to bring forward Kyle DeVincent. It was voted unanimously to appoint Kyle DeVincent as Part-time Dispatcher and Special Police Officer with a salary at Grade 9, \$13.43/hr. of the SAP, contingent upon the approval of the Personnel Board.

At 7:30 p.m. it was voted on roll call vote (Mr. Boland –aye, Mr. Rooney – aye, Mr. Kolenda – aye) to enter into Executive Session to discussing litigation.

The Board re-entered Open Session at 7:53 p.m.

Tree Removal Hearing, 72 Marlboro Road.

Mr. Rooney disclosed that he filed an appearance of conflict of influence as his daughter babysat, at one time, for the Shields. Mrs. Kitchen swore in all involved. The Shields family is once again asking to have a tree removed from in front of their property. The Board originally voted to deny the request on August 3, 2010. The Shields maintain that an oak tree at the end of their driveway presents a safety hazard as it blocks the sight line of traffic on Marlboro Road. There have been several instances of school bus drivers missing the stop as they were unable to see the Shield's son. The family is willing to pay for the removal of the tree. Police Chief Moran supports the removal of the tree as she feels that it is a safety hazard on a main road where traffic tends to speed. The Northborough-Southborough School Department also supports the removal of the tree due to the inability of school bus drivers to see past the tree, and State Representative Dykema supports removal of the tree. Mr. Kolenda noted that there is a conflict between arborists as to whether the tree is healthy or not, the Shields are willing to pay for the removal but the primary issue becomes weighing the benefit of the Town and the enjoyment and safety of residents. He stated that removing the tree would not do anything with speeding but may avoid a terrible tragedy. He is in favor of the request, with no cost to the taxpayer. Mr. Rooney does not want to see a healthy tree removed but has to think of the liability to the Town if the tree is a hazard. He feels that the Town has been put on notice of a potential hazard and ignoring it is not in the best interest of the Town. Removing the tree would remove the liability of the Town for injury or

property damage. He does not want the family to pay for the removal of the tree but would like to see them place another tree in close proximity, where it would not present a hazard. Mr. Boland maintains that the tree does not present as much of a hazard as some others in Town. There is also an issue with the elevation of the land the tree sits on creating a sightline problem. If it is voted to come down then he feels that the Shields should pay to remove it and have a new tree put in prior to removal of the tree. It was voted 2-1 (Mr. Boland – no) to approve the removal of the oak tree at 72 Marlboro Road, at the expense of the Shields family and coordinated with the tree warden.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the September 20, 2011 meeting.
2. Approve a 2% merit increase for Michael Cunningham, Communications Officer, with a pay rate of \$17.71/hr, and shift differential of \$4.50 p/4-12 shift and \$4.75 p/12-8 shift, effective 11/23/2011.
3. Accept the resignation of Kelly Roney, 9 Strawberry Hill Road, Southborough as Registrar of Voters.
4. Approve a .73% merit increase for Heidi Lindsey, Library Assistant, with a salary of \$22.13/hr effective 9/4/2011.
5. Approve a 2% merit increase for Patricia Ellis, Library Assistant, with a salary of \$21.50/hr effective 9/4/2011.
6. Approve FMLA leave for Kevin Landry from Friday, October 21 to Sunday November 13, 2011.
7. Accept the resignation of Joseph Paul from the DPW.
8. Approve a 2% merit increase for Maureen Colleary, Executive Assistant to the Board of Selectmen, with a salary of \$23.49 effective 10/7/2011.
9. Accept a donation of \$100.00 to be allocated to the ambulance donation account.
10. Appoint Susan E. Ruane, 2 A Brigham Street, Southborough, as the Registrar of Voters, term to expire June 30, 2012.

OTHER BUSINESS

1. It was agreed that Mr. Boland, or his designee, would cast a vote for the Hopkinton candidate, John Cestari, for the Southwest Area Planning Committee, and for the Natick candidate, Charles Hughes, as at-large representative.

WARRANTS

45	\$303,014.97	10/21/11	TOWN PAYABLES
46	\$11,136.57	10/21/11	CAFETERIA PAYABLES
47	\$104,523.09	10/21/11	SCHOOL PAYABLES
TOTAL	\$418,674.63		

List of documents referred to at 10/18/2011 BOS meeting.

Verizon

- Notice of hearing
- Petition for Grant of Location

Police Chief

- Letter from Police Chief Moran

Tree Removal Hearing

- Letter from Town Counsel
- Disclosure of Appearance of Conflict of Interest – John Rooney
- Minutes of 8/3/2010 BOS meeting
- Notice of Hearing
- Email from Anne & Kenny Huff
- Email from Deirdre Roney, State Ethics Commission
- Letter from the Shields Family

Consent Agenda

- September 20, 2011 minutes
- Merit increase request re: Michael Cunningham (not public record)
- Letter of resignation – Kelly Roney
- Merit increase request re: Heidi Lindsay (not public record)
- Merit increase request re: Patricia Ellis (not public record)
- Letter of resignation – Joseph Paul
- Merit increase request re: Maureen Colleary (not public record)
- Notice of donation - Fire Department
- Letter from Town Clerk

Other Business

- Letter from MAPC and MBTA Advisory Board dated August 4, 2011
- Letter from MAPC and MBTA Advisory Board dated October 7, 2011
- Letter from Arlington Board of Selectmen dated October 3, 2011
- Notice of 2011 Boston Regional MPO Municipal Election Procedures
- Statements of Candidacy

Meeting adjourned at 8:52 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
November 1, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

The Board re-entered Open Session at 7:15 p.m.

Tax Classification Hearing.

Paul Cibelli, Principal Assessor; Board of Assessors and Corridor Nine representatives were in attendance. Mr. Cibelli stated that the total taxable value of the Town has decreased, and new growth (50% of which is personal property) has decreased since last year. He explained the different options available to the BOS and their effect on the tax rate. Mr. Cibelli informed the Board that continuing with a single tax rate would increase the rate from \$15.58 to \$16.14, and stated that if Town Meeting had followed the recommended budget the increase would have been 3.1% instead of 4.94%. The Board of Assessors unanimously recommended a single tax rate. Mr. Rooney feels that it is not fair to impose a split rate when residents are willing to increase taxes at Town Meeting, and that the only way to decrease residential taxes is to grow the commercial/industrial base. He goes along with the recommendation of the Board of Assessors. Mr. Kolenda agrees with Mr. Rooney and feels that additional areas of revenue need to be identified. He is in favor of a single tax rate. Mr. Boland has been consistently in favor of a single tax rate and feels that it is not the time to look at a split rate when the Town is trying to attract businesses. He is concerned about taxes continuing to rise and about the spending habits of Town Meeting. It was voted unanimously to authorize the Board of Assessors to adopt a single tax rate of \$16.14/\$1,000 of valuation for FY2012.

Recreation Director – request for a vehicle.

Doreen Ferguson, Recreation Director is requesting permission to acquire a vehicle to transport children to recreation programs. Ms. Ferguson and the Parks and Recreation Commission have researched various options including use of a school bus, van rental, purchase of a passenger van and leasing a vehicle. They also approached Fay School and St. Mark's about purchasing one of there old vehicles, but neither school has one available. Leasing a vehicle and purchasing a van are the more viable options, and Knight's Limo has offered a high mileage used van for \$2,500. Mr. Kolenda thinks it is a good idea that would benefit the children. Mr. Rooney is not in favor of leasing a vehicle but is in favor of Knight's offer. He suggested approaching Knight's in the hope of negotiating a donation of the vehicle. Mr. Boland is not in favor as he is worried about the liability of Town employees driving children. He feels that is the parent's responsibility. It was voted 2-1 (Mr. Boland – no) to allow the Parks and Recreation Commission to review the options for transporting children.

Interview for position of Town Accountant.

Mrs. Kitchen explained that there were 19 candidates for the position and that the committee interviewed three candidates and are bringing one forward. Heidi Kriger previously worked for the Town of Hopkinton as Town Accountant and later as Finance Director and is also a CPA. She has experience in municipal finance and has completed courses on purchasing and procurement regulations. On questioning by the Board she stated that she left Hopkinton because the Town Manager did not renew her contract, that Southborough's issues are no different than any other town's and that if she does not agree with what a Department Head is asking her to do she will back it up with State statute and/or DOR opinion. She would like to have lunch with President Obama and Moammar Khadafi. It was

voted unanimously to appoint Heidi Kriger as Town Accountant with an effective date to be determined, and at a Grade V Step 6, salary of \$71,652/year.

Request to appoint two reserve police officers permanent full- time reserve status and hire Jonathan Kersting as a full-time communications Officer.

Police Chief Jane Moran explained that one officer has been out on IOD since March of 2010 and another has been out since July 2011 and she has to fill these positions with regular full-time officers at time and a half rate. She currently has two part-time reserve officers, who receive no health insurance benefits and would like to make these full-time with benefits. She calculates that filling both of these positions with PFT reserve officers would save \$76,543.48. Mr. Boland is willing to go for 90 ninety days and see what happens. Mr. Kolenda thinks it makes sense to hire full-time if it will save money. Mr. Rooney thinks it is unbelievable to offer a job for ninety days with no health insurance when they are currently working with health insurance. Mr. Boland is concerned about having to put them on Cobra. Mr. Rooney suggested appointing them for ninety days and seeing if they would be willing to pay Cobra from their old jobs, to be partially reimbursed after ninety days. A decision will be made after Chief Moran has had a chance to vet the officers. On recommendation from Chief Moran it was voted unanimously to appoint Jonathan Kersting as full-time Communications Officer with a starting rate of SEIU Grade 2, minimum step of \$17.02/hour.

Neal Aspesi – approve mutual aid agreement for public safety, fire services and public works.

Neal Aspesi, SEMA Director of Operations, requested that the Board approve opting-in to Mutual Aid agreements for Fire Services, Public Works and Public Safety. The agreement would allow for mutual aid among Massachusetts towns and bordering states during emergency situations. The Public Works agreement would allow mutual aid during normal daily activities, such as a truck being out of service. It was voted unanimously to authorize the Chairman of the Board of Selectmen to opt-in to State Fire Mutual-Aid (MGL c.48, sec.59A), Statewide Department of Public Works Mutual-Aid (MGL c.40, sec.4K) and Statewide Public Safety Mutual-Aid (MGL c.40, sec.4J)

Reports.

Town Administrator.

- Question 12 missing from printed survey – available on website.
- John Woodsmall, Town Engineer has accepted a position in Holden.

Chairman.

- Thanked all those involved for their response to the storm.

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the October 13, 2011 meeting.
2. Approve the minutes of the October 18, 2011 Executive Session.
3. Approve a 2% merit increase for Jeanne Survell, Administrative Secretary for Building/Zoning, with a rate of \$19.20/hour effective 11/14/2011.
4. Accept a PILOT donation of \$40,334.00 from New England Center for Children, the first half of their annual payment; also accept a donation of \$6,000.00, the first half of their ladder truck donation.
5. Place Michelle Jenkins on FMLA leave effective October 25, 2011.
6. Place Bridget Gilleney-DeCenzo on FMLA leave effective September 15, 2011.
7. Authorize the transfer of up to \$3,000 from Engineering and Consulting for resident survey printing and mailing.

8. Approve a 2% merit increase for John Parent, Executive Assistant to DPW, with a rate of \$24.02/hour.

OTHER BUSINESS

Some Department Heads are concerned about presenting a -1% budget when some elected Boards will not be presenting one. They feel that it could mean their budgets being further reduced. John Butler, Advisory Committee, said that it had been explained to representatives of the elected Boards and Committees that the -1% was to understand the impact of a no tax increase budget, but that they can not force them to not ask for more.

WARRANTS

48	\$324,478.09	10/28/11	TOWN PAYABLES
49	\$217,824.58	10/28/11	SCHOOL PAYABLES
50P	\$520,504.88	10/26/11	SCHOOL PAYROLL
51P	\$264,824.65	10/26/11	TOWN PAYROLL
TOTAL	\$1,327,632.20		
52	\$50,742.44	11/4/11	TOWN PAYABLES
TOTAL	\$50,742.44		

List of documents referred to at 11/1/2011 BOS meeting.

Tax classification

- Notice of hearing
- Letter and packet from Board of Assessors

Recreation

- Memorandum from Recreation Director

Interview

- Letter of recommendation from Finance Director
- Letter from Ms. Kriger
- Resume

Police Department requests

- Letter of request from Chief Moran
- Letter from Sgt. James DeLuca
- Letter from FTO Sean McCarthy
- Letter of recommendation from Chief Moran

Mutual aid

- Letter from Neal Aspesi

Consent agenda

- 10/13/2011 minutes
- Employee evaluation, Jeanne Survell (not a public record)
- Letter from NECC
- Employee evaluation, John Parent (not a public record)

Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
November 22, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland re-opened open Session at 7:10 p.m.

Request to appoint two reserve police officers permanent full-time reserve status. This item is continued from the November 22, 2011 meeting. Chief Moran is requesting that two part-time reserve officers be appointed as full-time reserve officers. The officers will not receive benefits until they have worked for ninety days. It was voted unanimously to appoint James Gallagher and Michael Whelan as permanent full-time reserve officers, for not more than ninety days, at a starting rate approved by the Personnel Board of \$18.66/hour, with no health insurance benefits.

Truck exclusion Gilmore Road. DPW Superintendent Karen Galligan is requesting a truck exclusion on Gilmore Road as it is a narrow, winding residential street where in some areas there is not enough room for two vehicles to pass. Police Chief Moran is in favor as she considers the situation to be dangerous. Having a truck exclusion approved by MaDOT will get the exclusion put into trucking GPS. It was voted unanimously to approve a truck exclusion on Gilmore Road and to authorize Ms. Galligan to submit it to MaDOT.

Karen Galligan – DPW Superintendant.

- Ms. Galligan is requesting that the Board lift the hiring freeze so that she can hire a truck driver as she is short staffed due to two employees leaving. It was voted unanimously to authorize Ms. Galligan to hire a Highway Division Truck Driver.
- Ms. Galligan feels that two employees are not being properly compensated for the work that they do. It was voted unanimously to approve a salary increase for Mark McLaughlin to Grade 4, Step 4 at \$25.27/hour effective December 1, 2011 and a salary increase for Paul Harding to Grade 3 Water Maintenance Craftsman/Operator, Step 5 at \$24.10/hour retroactive to July 1, 2011.
- The Board accepted, with regret, the resignation of Town Engineer John Woodsmall. Since Mr. Woodsmall only used his PE stamp four times Ms Galligan feels that the Town no longer requires a Town Engineer and would like to fill his position with a Staff Engineer. If a PE stamp is necessary on a project the current contracted engineering firm can handle it. It was voted unanimously to authorize the DPW to advertise for a Staff Engineer, and to notify the Personnel Board prior to advertising.
- Ms. Galligan presented the Board with the findings of the Transfer Station funding analysis, which she doesn't necessarily agree with. She thinks the problem would be solved by pay-as-you-go. Mr. Rooney wonders why anyone would want to pay the same rate regardless of how much trash they produce. He feels people should pay for what they use and pay-as-they-throw. Mr. Rooney brought up the issues at the swap shop. Ms. Galligan stated that DPW employees are being abused by residents using the swap shop and some residents seem to camp out there in an effort to be the first to get the "good" stuff that comes in. Some take items from the swap shop to sell them. The Board was upset about the abuse that the employees are receiving and told Ms. Galligan that she has the authority to ban people from the transfer station or to fine

them. Ms. Galligan said that she was so concerned about the abuse of the employees that she has decided to permanently close the swap shop on December 1, 2011.

- The Boland pumping station caught fire during the power outage after the October 29, 2011 snowstorm when the generator overheated. Insurance is currently paying for a rental generator. The purchase of a new generator was put out to bid and came in at \$36,000. It was voted unanimously to award the bid to Milton Cat for up to \$36,000, funds to come from 2011 Town Meeting Article 14.

On behalf of the Board, Mr. Boland presented Susan Fitzgerald with a proclamation declaring her a "hometown hero" for her efforts to get information out to residents during the aftermath of the October 29, 2011 snowstorm.

Reports

Town Administrator

- Rte 9 40B project – sight eligibility letter not sent by State yet.
- Will get outcome of citizen survey on December 20, 2011
- Non-profit & Community guide brochure on website
- Brian & Jean start budget process next week
- Cumberland Farms meeting with Planning Board – modified site plan

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the October 18, 2011 and November 1, 2011 meetings.
2. Approve Executive Session minutes of November 1, 2011.
3. Place Joseph Hubley on FMLA leave effective November 3, 2011.
4. Place Patricia Ellis on FMLA leave effective November 1, 2011.
5. Accept a donation in the amount of \$125.00 to Youth & Family Services.

WARRANTS

53	\$1,525,409.70	11/11/11	TOWN PAYABLES
54P	\$533,243.55	11/9/11	SCHOOL PAYROLL
55P	\$257,644.08	11/9/11	TOWN PAYROLL
TOTAL	\$2,316,297.33		

56	\$831,738.75	11/18/11	TOWN PAYABLES
57	\$8,245.20	11/18/11	CAFTERIA
58	\$76,541.82	11/18/11	SCHOOL PAYABLES
TOTAL	\$916,525.77		

59	\$2,330,558.87	11/25/11	TOWN PAYABLES
60	\$96,094.25	11/25/11	SCHOOL PAYABLES
61	\$19,558.04	11/25/11	SCHOOL ENC PAYABLES
62P	\$524,092.03	11/23/11	SCHOOL PAYROLL
63P	\$302,572.87	11/23/11	TOWN PAYROLL
TOTAL	\$3,272,876.06		

List of documents referred to at 11/22/2011 BOS meeting.

Police Department

- Letter from Chief Moran dated November 8, 2011
- Letter from Finance Director dated November 18, 2011

Gilmore Road

- Hearing notice
- Memo From DPW Superintendent dated November 17, 2011
- Email from Chief Moran dated November 18, 2011
- Email from DPW Superintendant dated November 3, 2011

DPW Superintendant

- Memo dated November 16, 2011 – hiring freeze
- Memo Dated November 17, 2011 – employee grade change
- Memo dated November 18, 2011 – DPW staff engineer
- Memo dated November 17, 2011 – Transfer Station funding

Consent Agenda

- October 18, 2011 minutes
- November 1, 2011 minutes
- Letter from Southborough Youth & Family Services dated November 7, 2011

Meeting adjourned at 8:55 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
December 6, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:10 p.m.

Sign annual licenses – liquor, common victualler, class I and II, entertainment, automatic amusement device. It was voted unanimously to approve all licenses listed on the document presented this evening and read into the record by Mr. Boland. Mr. Boland and Mr. Kolenda signed the licenses.

DPW – Revised Cemetery Rules and Regulations. Karen Galligan, DPW Superintendent, informed the Board that, due to a change in the union contract that took away on call pay for weekends, the Cemetery staff would not immediately be available for weekend interments. As a result there will be no more Sunday interments, and Saturday and Monday holiday interments will require notification by Friday at 10:00 a.m. She is also requesting to change the premium fee from a flat rate of \$175/hour to \$50/half hour. Mr. Morris, a local Funeral Director, took exception to both requests saying that having to notify the Cemetery Office by 10:00 a.m. on Friday would be an inconvenience for the family of the deceased, and the \$50/half hour fee would mean more work for the funeral directors. The Board was of the opinion that the notice deadline was not an issue as the cemetery staff goes out of their way to help the families and would continue to do so by trying their best to get someone to come in even if they got notice after 10:00 a.m. They agreed that the premium fee should be increased to cover the cost of having staff come in but felt that a half hour fee would be difficult to manage. They agreed to raise the premium fee to a flat rate of \$250/hour. It was voted unanimously to approve the Cemetery Rules and Regulations, as revised this evening.

Reports.

Town Administrator

- The Cumberland Farms site plans are in the hanging file
- Mrs. Kitchen and Brian Ballantine have started department budget meetings and have asked for more detail from some departments
- Madison Place 40B – Mass Housing allowed more supplemental information without the Town knowing about the supplemental information, or having time to review it, so the Town has asked Mass Housing for 30 days to comment
- A town resident would like permission to repair the wooden spokes of the cannon on the Common
- Mrs. Kitchen attended an insurance advisory meeting

CONSENT AGENDA

It was voted unanimously to:

1. Approve the minutes of the November 22, 2011 meeting.
2. Approve a 2% merit increase for Barbara Spirri, Library Assistant, to a salary of \$17.53/hr effective December 7, 2011.
3. Accept donations amounting to \$525.00 to be allocated to the Library.
4. Accept a PILOT donation in the amount of \$18,000 from the Harvard Primate Center.

5. Appoint Philip B. Silva, 16 Moulton Road, Southborough, MA to the Green Technology and Recycling Committee, with a term to expire June 30, 2012.
6. Approve a request from Max Performance to access town roads for a race on May 13, 2012 and on September 9, 2012.

WARRANTS

64	\$715,845.47	12/9/11	TOWN PAYABLES
65P	\$538,362.99	12/7/11	SCHOOL PAYROLL
66P	\$246,169.05	12/7/11	TOWN PAYROLL
TOTAL	\$1,500,377.51		

List of documents referred to at 12/6/2011 BOS meeting.

Licenses

- List entitled "Licenses to be Renewed for 2012"

DPW

- Memo from DPW Superintendent dated November 17, 2011

Consent Agenda

- November 22, 2011 minutes
- Letter from Library Director dated November 23, 2011
- Employee review (not public record)
- Memo from Library Director dated November 28, 2011
- Letter from Harvard Medical School dated November 16, 2011
- Town Volunteer Form - Philip Silva
- Letter from Max Performance dated November 10, 2011

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

BOARD OF SELECTMEN
MEETING MINUTES
December 20, 2011
MCAULIFFE MEETING ROOM

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Mr. Boland opened the meeting at 7:05 p.m.

Common Victualler License – Joyce Jolina, Inc., d/b/a Pizza 19, 150 Framingham Road, Southborough, MA Yacoub Abdelshahid, owner. Mr. Rooney was concerned because there have been a number of different owners at this location, and previous complaints from neighbors regarding lighting and traffic. Mr. Abdelshahid stated that he has owned the business for two months and has had no complaints from the neighbors, and has no intention of changing the hours of operation. Mr. Boland suggested that Mr. Abdelshahid check with the Planning Board on lighting requirements and that he reach out to the neighbors. It was voted unanimously to approve the Common Victualler's License for Joyce Jolina, Inc., d/b/a Pizza 19, 150 Framingham Road, Southborough.

Town survey Results Presentation. Moira Rouse, Sean Divoll & John Westerling gave a Powerpoint presentation of the survey results. They received a 24% response from residents, which is considered to be very good. In part, the survey shows that Southborough residents are well educated and fairly wealthy, that they have no appetite for a Proposition 2 ½ override, and that they like the Transfer Station. They recommended that a survey be done every two years to help with the budget process. Mr. Rooney stated that the written report contains much more information than presented and encouraged residents to look at it.

Phil Rinehart – generator proposals.

Three engineering firms responded to the RFQ for the Fire Station emergency generator replacement. Mr. Rinehart recommends RDK Engineers. It was voted unanimously to award the Fire Station contract to RDK Engineers, in the amount of \$9,400.00.

The same three companies responded to an RFQ for both a cost study and total engineering to replace the emergency generator at the DPW, add a generator at the Senior Center and a portable switch at the Town House. Mr. Rinehart recommended awarding the contract to RDK for just the cost study at this time. There was a discussion of going with just a cost study over going directly to engineering since the study is going to say that work needs to be done. Adding Trotter School will increase the cost for total Engineering by RDK from \$14,500 to \$21,500. It was voted unanimously to award the contract for total engineering, including Trotter School, to RDK Engineers in the amount of \$21,500.00, with funding from Facilities and Warrant Article.

Doreen Ferguson, Recreation Director, regarding request to purchase a van. Ms. Ferguson stated that the New England Center for Children recommended that she talk to Colonial Auto in Worcester, MA, as they get all their vehicles from there. Ms. Ferguson found a van to purchase at Colonial Auto and had the Town Mechanic check it out. The vehicle is a 2007 Ford Econoline Wagon, Super Duty Wagon XLT, with 73,000 miles and an asking price of \$9,000. It was voted 2-1(Mr. Boland – no) to approve the purchase of a 2007 Ford Econoline Wagon, Super Duty Wagon XLT, for the amount of \$9,000 with funding from the Revolving Account and Friends of Recreation.

Discussion of adoption of MGL Ch. 32B Sections 21-23 (Health Insurance and GIC). Kenneth Lombardi informed the Board that Governor Patrick has signed a healthcare reform bill that allows towns to make changes to health insurance coverage without collective bargaining with unions – Section 21a, or join the State GIC. If the Town joins the GIC it will have no say in changes to health insurance plans. Under Section 21a, co-pays increase but premiums decrease and 25% of the savings in the first year are returned to the unions. Flexible spending and health savings accounts can be added. Mr. Boland is disappointed that all but one union agreed to a change in co-pays and adoption of Section 21-23 would put all the unions in the same boat. He would like to wait until that union's contract is up before going forward with this. Joe Mauro, Co-Chair Insurance Advisory Committee, read a letter from the committee and stated that the committee has a lot of questions regarding this very complicated mandate. The committee would like the Board not to act on this until they get more information. The Board agreed not to take any action on this tonight.

Reports.

Town Administrator

- The community forum on the Transfer Station cannot be done until after the January 3, 2012 meeting.
- Informed the Board that she will not be renewing her contract in July as she is retiring.

CONSENT AGENDA

1. It was voted 2-0 (Mr. Rooney abstained since he was not at the meeting) to approve the minutes of the December 6, 2011 meeting.

It was voted unanimously to:

2. Accept donations in the amount of \$160.00 for Youth & Family Services.
3. Appoint John L. Cook III, 11 Graystone Way, Southborough, MA to the Green Technology and Recycling Committee, term to expire June 30, 2012.
4. Appoint Lynne J. McKay, 10 Ledge Hill Road, Southborough, MA to the Southborough Cultural Arts Council, term to expire September 4, 2013.
5. Appoint Emily van Nort, 12 Hillside Avenue, Southborough, MA to the Southborough Cultural Arts Council, term to expire July 10, 2013.

OTHER BUSINESS

It was voted unanimously to:

1. Not oppose the filing of an application for a KENO to Go license by Rte. 9 Beer and Wine, 349 Turnpike Road, Southborough, MA.

WARRANTS

67	\$278,781.24	12/16/11	TOWN PAYABLES
TOTAL	\$278,781.24		

68	\$216,962.23	12/23/11	TOWN PAYABLES
69	\$11,452.42	12/23/11	CAFETERIA PAYABLES
70	\$114,105.11	12/23/11	SCHOOL PAYABLES
71P	\$533,307.12	12/21/11	SCHOOL PAYROLL
72P	\$259,970.78	12/21/11	TOWN PAYROLL
TOTAL	\$1,135,797.66		

List of documents referred to at 12/20/2011 BOS meeting.

License

- Application
- Hours of operation

Survey

- Copy of Survey

Phil Rinehart

- Letter dated November 15, 2011
- Letter dated November 16, 2011

Doreen Ferguson

- Letter dated October 25, 2011
- Letter dated November 28, 2011
- Letter dated December 20, 2011

Health Insurance

- Email from Kenneth Lombardi dated December 12, 2011
- GIC Benefit Decision Guide

Consent Agenda

- December 6, 2011 minutes
- Letter from SYFS dated December 2, 2011
- Town Volunteer Form – John Cook
- Emails from Emily van Nort dated December 13 & 15, 2011

Other Business

- Letter from Lottery Commission dated December 8, 2011
- Memo from Maureen Colleary dated December 12, 2011

Meeting adjourned at 10:05 p.m.

Respectfully submitted,
Mary H. Lowell, Recording Secretary

**BOARD OF SELECTMEN
MEETING MINUTES
December 21, 2011
MCAULIFFE MEETING ROOM**

Present: Bill Boland, Chairman; John Rooney, Vice Chairman; Daniel Kolenda and Jean Kitchen, Town Administrator.

Fire Chief Interview

Russ Millholland, Chairman of the Fire Chief Screening Committee, updated the Board on the fire chief search process. 58 candidates applied and the committee narrowed the group down to 6 applicants. Two names were forwarded to the Board of Selectmen; one has withdrawn his name. Fred Mitchell from North Cumberland, Rhode Island was present for a final interview with the Board of Selectmen.

Deputy Chief Mitchell spoke about the similarities between N. Cumberland and Southborough in size and other comparable factors. He also focused on communication, public relations in the community and safety. He also discussed challenges between full time firefighters and call/reserve officers, labor relations issues, training and development and operational procedures.

After a short recess, the Selectmen agreed not to make an appointment at this time. Although Mr. Mitchell was very qualified and clearly outlined his skills and abilities, the Board wished to compare him against other candidates. Mr. Rooney wishes to evaluate Mitchell's strengths and weaknesses against at least one other person. At a January meeting, the Board would like to discuss with the Screening Committee what direction the Selectmen should take at this time.

The Board concluded the interview at 9:00 p.m.

Respectfully submitted by Vanessa D. Hale, Assistant Town Administrator